

PRACTICAL  
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# PRACTICAL PHONOGRAPHY

A REVISION OF  
LESSONS IN MUNSON PHONOGRAPHY

BY

L. H. PACKARD



S. S. PACKARD, PUBLISHER

NEW YORK

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## PREFACE

This text-book of PRACTICAL PHONOGRAPHY is a revision and amplification of the "Lessons in Munson Phonography," written by Mrs. L. H. Packard under the personal supervision of Mr. James E. Munson, in 1886. Since then a number of changes have been made in the system. These have been tested in practical teaching and reporting by the teachers of the Packard School, and the survival of the fittest is embodied in this little book.

The especial attention of the teacher and the pupil is directed to the logical order of presenting the principles of the system, and the variety and novelty procured by the introduction of sentence reading and writing from the very beginning.

The first twenty-two lessons embody the principles of Munson Phonography as applied to the sounds and syllables of words, and the remaining lessons the application of these principles to phrasing.

Beginning with Lesson I a few word signs and contractions are taken up in every lesson, so that unconsciously and with very little labor the pupil has familiarized himself with almost all those in the system by the time the principles are thoroughly mastered.

The memorizing of the other lists of phrases and special outlines, following the lessons, is required in the course of instruction in the Packard School, but not until the principles are thoroughly learned and some original writing has been done, thus minimizing the drudgery.

All rules have been reduced to the clearest and simplest statement, and every principle is fully illustrated in the text, a feature which makes the book practically a self-instructor.

The keynote of the book is simplicity and practicability.

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# LESSON I

## PHONOGRAPHIC ALPHABET

### CONSONANT STEMS

<i>Letter</i>	<i>Stem</i>	<i>Name</i>	<i>Example</i>
P	\	pee	sound of p in pay
B	\	bee	“ b “ bay
T		tee	“ t “ to
D		dee	“ d “ do
CH	/	chay	“ ch “ chain
J	/	jay	“ j “ jam } “ g “ gem }
K	—	kay	“ k “ kin } “ c “ come }
G	—	gay	“ g “ go
F	\	ef	“ f “ fine } “ ph “ phase }
V	\	vee	“ v “ vow
TH	(	ith	“ th “ thin
DH	(	thee	“ th “ them

<i>Letter</i>	<i>Stem</i>	<i>Name</i>	<i>Example</i>
S	)	ess	sound of s in so “ c “ ace }
Z	)	zee	“ z “ zone
SH	)	ish	“ sh “ shy
ZH	)	zhee	“ z “ azure
M	⌒	em	“ m “ may
N	⌒	en	“ n “ no
NG	⌒	ing	“ ng “ sing “ n “ bank }
L	↷	lee	“ l “ law
R	↗	ree	“ r “ row
R	⌒	er	“ r “ ear
W	⌒	way	“ w “ woe
Y	⌒	yay	“ y “ you
H	⌒	hay	“ h “ hall

1 There are twenty-four different consonant sounds in the English language ; these are represented by light and shaded, straight and curved strokes which are called consonant stems. The straight stems are one-half the diameter, and the curved stems one-quarter the circumference, of the circles given on the following page.



## 2 Diagram showing the origin of the consonant stems



3 Write the horizontal stems from left to right ; *L* and the straight stem for *R*, upward ; all the other stems, downward.

*R*, when *standing alone*, to distinguish it from *CH*, is written at an angle of 30 degrees from the line:  
*ree* ---, *chay* ---

4 **How to Learn Consonants** Write and re-write *accurately* each stem while memorizing the alphabet ; thus, from the beginning, the mind and fingers are trained to work together. *Bear in mind that these characters represent sounds, not letters.*

5 **Length of Stems** Make all stems *uniform* in length, about one-sixth of an inch long.

## VOWELS AND DIPHTHONGS

6 There are sixteen different vowel sounds in the English language. The *long* vowels are represented by heavy dots and dashes ; the *short* vowels, by light dots and dashes; the diphthongs, by two dashes joined.

The first three diphthongs are in the *first* position ; the last is in the *third* position.

NOTE. Diphthongs should be written without lifting the pencil from the paper ; thus for *I*, begin the stroke in the direction of *P* stem, and finish in the direction of *R*: v

## VOWELS

·  a in ma	—  a in paw	·  a in at	—  o in on
·  a in may	—  o in no	·  e in set	—  u in up
·  e in me	—  o in do	·  i in it	—  u in put

## DIPHTHONGS

∨  i in pie	<  oi in boy	⌊  ow in how	>  ew in pew
-------------	--------------	--------------	--------------

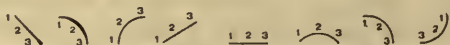
7 Each consonant sound has an exact representative; the vowel scale however is not perfect, though sufficiently so for practical purposes.

- a The third heavy dot represents the sound of *e* in *me*, and of *ea* in *hear*.
- b The first light dot represents the sound of *a* in *at*, *a* in *care*, *ai* in *fair*.
- c The second light dot represents the sound of *e* in *met*, *e* in *her*, *i* in *sir*.

8 *Vowels* and *Diphthongs* have three *places*: (1) at the *beginning*; (2) at the *middle*; and (3) at the *end* of the consonant stem.

The numbers of the vowel places are counted from the *beginning* point of writing a stem.

## VOWEL PLACES



As the stems  and  are written upward, the

vowel places on these stems are read from the bottom upward; on other stems, from the top downward, or from left to right.

# HOW TO WRITE PHONOGRAPHY

9 Write the consonants first. A vowel preceding a consonant is placed to the *left* of an upright or inclined stem, *above* a horizontal. A vowel following a consonant is placed to the *right* of an upright or inclined stem, *below* a horizontal. Thus:

•	-)	/	· (	· ^	l	·
ate	us	age	ale	aim	oak	egg
·	\ /	( ·	) -	^	· ^	·
day	Poe	lay	so	no	may	gay

Note exception in the use of diphthong "I". This diphthong is written first, and the *upright* or *inclined* stem is joined where a distinct outline is formed:



Y eyed, ^ ice, ^ ire.



10 All dash vowels are written at right angles to stems and at a little distance from them. Thus:

-	\ /	( ^	) ^	) -	· ^	· ^
toe	Poe	foe	saw	so	ooze	on shoe

Diphthongs are always written as given in the alphabet, regardless of the slant of the consonants to which they are placed. Thus:

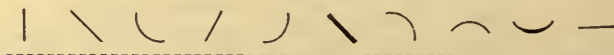
\ /	^	\ /	^	l	\ /	l
pie	tie	boy	toy	out	bow	cow

11 When *R* represents the *first* sound in a word use the straight sign (*ree*), which is always written upward :  ray,  row.

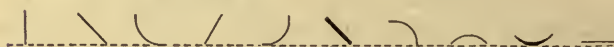
When at the beginning of a word *R* is preceded by a vowel, use the curved sign (*er*), which is always written downward :  ore,  ear.

12 **Consonant Positions** Consonant stems have three positions:

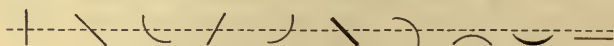
*First*, above the ruled line; the upright or inclined stems *half* the height of the stem *T* above the line, and the horizontal stems the *full* height of the stem *T* above the line :



*Second*, on the line :

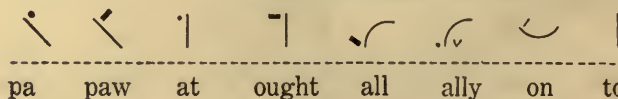


*Third*, the upright or inclined stems half way through the line, and the horizontal stems just below the line :



13 The *position* of the *stem* is determined by the *place* of the vowel or diphthong. In words having two or more vowel sounds, the *accented* vowel governs the position of the stem.

#### FIRST POSITION



SECOND POSITION

pay Poe ope Ada oar may ray low

THIRD POSITION

pea pooh to fee key me ill era

HOW TO READ PHONOGRAPHY

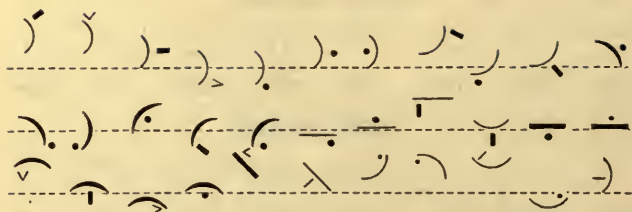
14 Where upright or inclined stems occur, read the same as in longhand, from left to right: ivy, obey, easy. Where horizontal stems occur, read from above downward: Annie, Amy.

15 Where two concurrent vowels are to be written to one consonant stem, write them at different distances, keeping the sound of the vowel that is heard nearer to the consonant, nearer to the stem: payee, iota, Ohio.

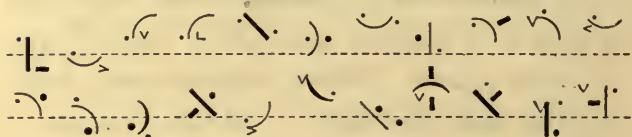
16 Translate the following :

WORDS OF ONE CONSONANT AND ONE VOWEL SOUND

pay Poe ope Ada oar may ray low  
pea pooh to fee key me ill era  
ivy obey easy Annie Amy  
payee iota Ohio



WORDS OF ONE CONSONANT AND TWO OR MORE  
VOWEL SOUNDS



17 Memorize :

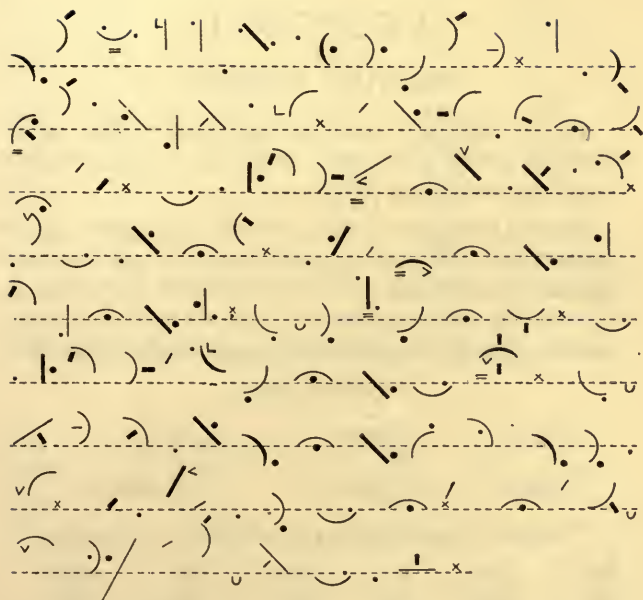
DOT, TICK AND BRIEF SIGNS FOR WORDS

a_ _ _	ah_ _ _	awe_ _ _	of_ _ _
an } _ _	O } _ _	who } _ _	I_ _ _
and } _ _	oh } _ _	whom } _ _	you_ _ _
the_ _ _	owe } _ _		

18 A period is represented thus  $\times$  or  $\infty$ ; a dash, thus  $=$ ; an interrogation, thus  $/$ ; an exclamation, thus  $!$ ; a hyphen, thus  $-$ ; a colon, thus  $^x$ ; a semi-colon, thus  $;$ . The comma is not usually written.

Proper names are indicated thus, Ella  $\cdot \cdot \cdot$ , Roy  $\cdot \cdot \cdot$ .

SENTENCES





## LESSON II

### WRITING EXERCISE

19 In writing a word in phonography, first determine the vowel place, then write the consonant stem in the corresponding position.

20 In the back of the book is a complete list of contractions and words written out of position, arranged alphabetically. A few of these are given in this and the following lessons, and are used in the sentences. The list thus divided is more easily memorized.

#### CONTRACTIONS

can.-----	come -----	could-----
well. /-----	will. /-----	would. /-----

#### WORDS OF ONE CONSONANT AND ONE VOWEL SIGN

Pa	bee	to	toy	die	edge
pay	bow	two	out	dye	joy
pea	beau	too	day	Dow	Jew
paw	ebb	ate	doe	dew	coo
Poe	by	eight	dough	due	ache
ape	bye	eat	aid	each	eke
up	buy	ought	awed	itch	oak
pie	boy	aught	ode	chew	coy
pew	bow	at	add	jay	cow
Bey	tea	it	odd	jaw	gay
be	toe	tie	eyed	age	egg



guy	sea	she	in	ore	weigh
fay	saw	ash	on	air	we
fee	sew	ma	ale	err	woe
foe	so	may	ail	ere	woo
oaf	ice	me	eel	ire	yea
fie	sigh	maw	owl	hour	ye
few	soy	my	ell	ray	ha
eve	sue	mow	ill	raw	hay
vie	eyes	mew	aisle	row	hoe
vow	ooze	know	isle	rue	high
view	show	aim	lie	rye	how
say	shoe	am	lye	Roy	hew
see	shy	knee	ear	way	Hugh

WORDS OF ONE CONSONANT AND TWO OR MORE  
VOWEL SIGNS

Icy	alley	Ella	Ida
essay	allay	oily	boa
easy	airy	eighty	iota
aloe	arrow	ashy	avowee

In May we aim to be each day on *the* bay to row. If Roy ought to pay a fee to Hugh, *you* ought to be *the* payee. We saw *the* show at Kew, and *the* coy foe bow to *the* Jew in *the* aisle. *The* Bey may be ill on *the* isle all day, and die at eve. We saw Joe aim at *the* owl in *the* oak, and sigh to see *the* oak so high. They say they saw all *who* owed me and all *who* know *you*. Eva and Ella say they *will* come to see *you*. Can *you* pay me in May all *you* owe me? How *well* I could see at eight to aim my bow and arrow. Ida *would* come to sew if *you* would.



## LESSON III

### JOINING CONSONANT STEMS AND PLACING VOWELS BETWEEN THEM

21 To write words of two or more consonant stems, it is necessary to learn (1) how to join stems; (2) how to write them in position; (3) how to place the vowels.

22 All the consonants of a word must be written before any vowel (except the initial diphthong I), and joined without stopping the movement of the pen.

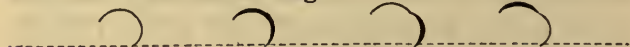
23 A shaded and a light stroke with no angle between them should be written so that the junction is not distinctly marked; otherwise a stop would occur at the junction that would retard the speed: keg,

 tidy,  duty.

24 F-N, F-NG, V-N, V-NG must have an angle between them; TH-NG are written without an angle:



25 M-S and H-Z are joined without an angle; M-Z and H-S with an angle:



26 The *first upright or inclined stem* must be written in the position corresponding with the place of the *accented vowel*.

FIRST POSITION



SECOND POSITION



THIRD POSITION





RULES FOR WRITING VOWELS BETWEEN STEMS

27 *First-place vowels* must be written to the stem that precedes them: pack, knock, balm, pike, mouth, boyish.

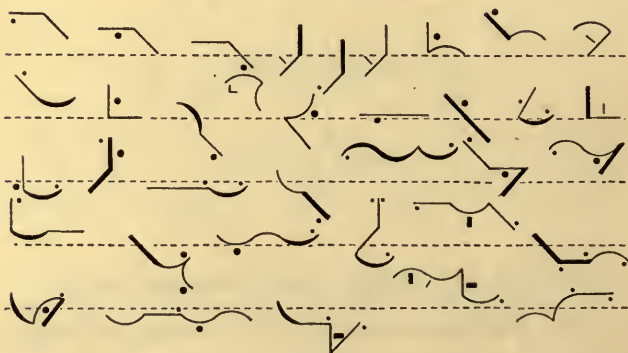
28 *Long or heavy second-place vowels* must be written to the stem that precedes them: came, choke, fame, poke.

29 *Short or light second-place vowels* must be written to the stem that follows them: keg, gum, cup, peck.

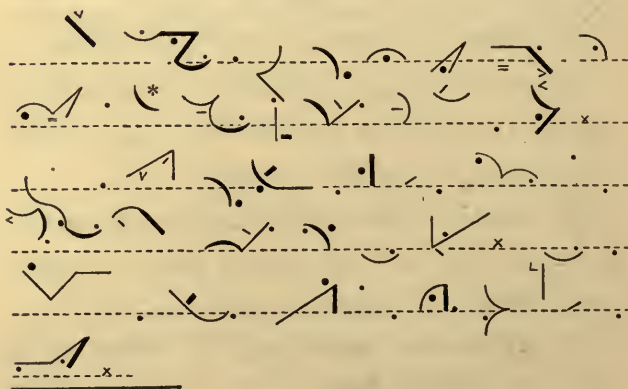
30 *Third-place vowels* must be written to the stem that follows them: keep, pick, book, duke.

31 When N is followed by K it has the sound of  
NG :  ink,  bank.

32 Translate words and sentences :



### SENTENCES



\*See page 22.

## LESSON IV

### WRITING EXERCISE

33 Have a mental picture of the consonant stems and their positions before writing a word, then write the consonants without lifting the pencil, and place the vowels to the stems as instructed in the preceding lesson. Never write part of a word and stop to think, before completing it, what the remainder of the outline should be. Think first, then write. Memorize the contractions before writing the sentences.

came	cape	back	cook	chimney
cake	cup	jam	gang	Geneva
kick	tub	Madge	diet	Timothy
meek	keep	much	decay	baggage
ink	bag	chum	cage	cabbage
pack	bog	fog	dime	package
pike	bake	gage	Puck	dimity
poke	beck	patch	path	fathom
peck	check	chap	bathe	depth
peek	beg	peach	packing	entomb
pick	big	cheap	taking	betake
cap	beak	pitch	tucking	poetic
cope	cab	chip	becalm	Jumbo
coop	Jack	tip	coffee	backing
cube	jig	type	comedy	making
cob	chime	duty	Kennedy	matching
gap	chop	tidy	poem	penny

## CONTRACTIONS

that_ (	them_ (	with_ (	from } (
large_ /	where_ /	were_ /	time } (
her_ )	for_ )	shall_ )	have_ )
			should_ )

## SENTENCES

*I have a large book to move from the top of a high rack, so you may come and aid me. I may keep you busy for an hour. How much money shall I have to pay you for that time? Edith and her chum Ida will carry the big package of Java coffee in a cab with them, and manage to take it to the cook in Albany. They came back in a cab with us. On the way to the village, you will see a large palm, where we will be Monday.*

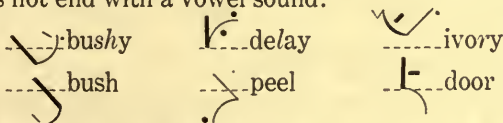
## LESSON V

### HOW TO WRITE SH, L, AND R

34 For convenience in giving examples, the consonant stems will be represented hereafter by capital letters, the modifications by small letters.

35 The proper use of the signs for SH, L, and R, which are sometimes written upward, sometimes downward, is somewhat difficult to learn. A condensation of the rules for the use of these stems is here given, and hereafter in writing lessons, when any one of these stems is to be written upward, the letter or letters it represents will be italicized. Thus may be acquired by practice, what is difficult to learn theoretically.

36 When SH, L, or R is the last consonant stem of a word, the up-stroke is used if the word ends with a vowel sound; the down-stroke is used if the word does not end with a vowel sound:



37 They are called *shee*, *lee*, and *ree* when the up-stroke is used; *ish*, *el*, and *er*, when the down-stroke is used.

38 Between stems, they may be written either upward or downward, the direction depending upon the ease of joining and the clearness of the outline.



The preceding are the only rules that apply to all the stems.

39 SH is written *downward* when it is the only consonant stem of a word : she, show, shy, ash, issue.

40 SH is written *upward* after F and V : fish, knavish.

41 L is written *downward* : (1) when, at the beginning of a word, it is preceded by a vowel, and followed by a horizontal stem : alike, alum ;

(2) before M-P : lamp, lump ;

(3) usually after a half-length or double-length N, which will be illustrated later.

42 L is written *upward* : (1) when it is the only consonant stem of a word : lay, eel ;

(2) when it represents the first sound of a word, unless followed by M-P : lake, lame ;

(3) before a down-stroke : latch, apology.



43 R is written *downward* : (1) when standing alone, if preceded, or both preceded and followed, by a vowel : ear, array ;



(2) when preceded by a vowel at the beginning of a word, unless followed by CH, J, TH, or DH : ark, airing, arch, urge, earth ;








(3) before M : room, ream.











44 R is written *upward*: (1) when it is the only consonant stem and is not preceded by a vowel:

 ray,  row.









(2) when it represents the first sound of a word, except when followed by M:  rake,  rank.



(3) when it is followed by CH, J, TH, DH, T, D, F or V:  march,  carriage,  married,  forth,  party,  purify,  purvey.

45 Retain the primitive outline of a word ending in L or R, when writing a derivative ending in "ing";






thus:  fail,  failing,  toil,  toiling,  fear,  fearing,  fire,  firing,

except where a straight upright stem precedes R, in which case the derivative is formed by changing to up-

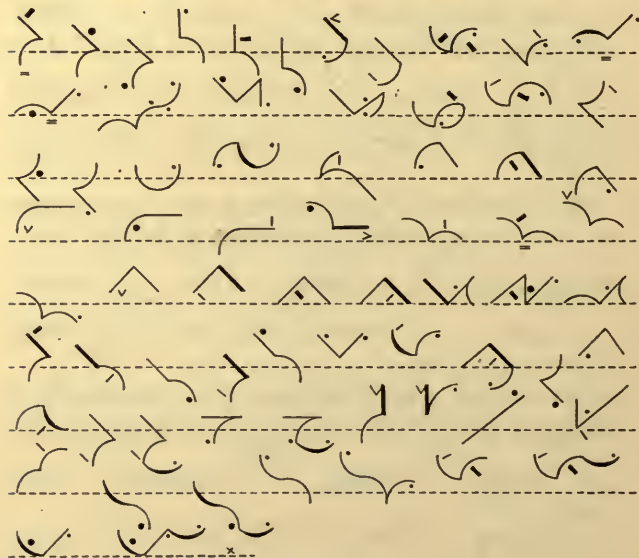
ward R; thus:  tear,  tearing,  tire,  tiring,  jeer,  jeering,  appear,  appearing.

46 When *L* follows *L*, and *R* follows *R*, the upward stems are used, even where they are the final sounds in a word:  Lowell,  rare.












47 When the stems F-R, or V-R are followed by K, G, M, or *L*, use the downward R, unless R is followed

by a vowel sound, in which case use the upward *R*;  
 thus:  fork,  farm,  forego,  
 furlough,  virago.



Translate the following words and sentences:



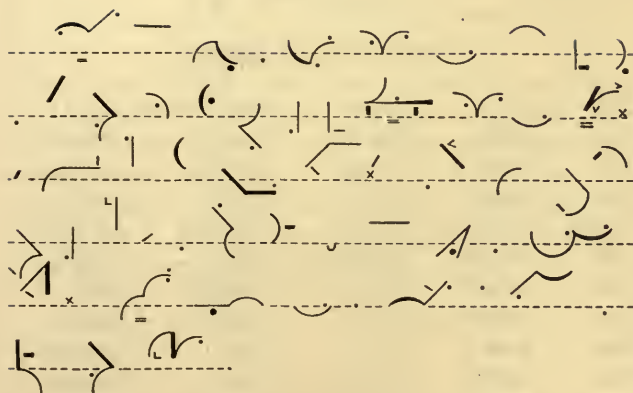
#### CONTRACTIONS

had 	did 	what 	him 
which 	ever 	but 	was 
these 	gave  give, given 		

#### WORDS OUT OF POSITION

do 	he 
----------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

SENTENCES



## LESSON VI

### WRITING EXERCISE

Fur	fill	lamp	narrowing	repel
far	foul	fishing	tear	repair
fair	elope	forego	tearing	apology
bar	jewel	forum	pour	ambush
berry	showing	fail	pouring	parade
rub	review	failing	bear	parish
reap	wrath	file	bearing	polar
dull	thorough	filing	lowly	tailor
lash	zero	coil	lilac	tyranny
Irish	vowel	coiling	roar	fallacy
live	wreath	foil	mirror	cupola
appall	wreathe	foiling	polish	guilty
adore	lack	fire	forage	illuminate
pour	like	firing	varied	mulberry
bore	alike	ferry	remedy	factory
room	alum	ferrying	remove	repolish
bell	milk	borrow	parody	sheepish
bill	rink	borrowing	alarm	repartee
vile	link	narrow	novel	territory

*The monotony of life may be varied by a ride in the park, and to the dock by the deep sea. Few who know how to make money, know how to keep it. See my Kitty. She ought to be rich and ride in a carriage, and have a red rug by the fire. Mamma gave Harry a book, and papa gave Mary a doll; but to me*

they gave nothing. A duty may also be a joy if we *but* make it so. We *should owe* no money to *the* poor; we *should* borrow no money *of the* rich. *Shall* Timothy make *an* apology to avenge *the* wrong *he* did? *He* saw *the* deputy talking *with* Eli in Geneva. In all Gotham, *you shall* see *that time and* money may both lead to infamy. Agassiz *had* no *time* to be rich. *He* did *what he* saw *should* make *him* appear to many *who* had no power to fathom *the* depth of love *and* duty, to lack alike a love *of* fame *and* money. Talking so much may involve making *an* apology. Give me *what I* ask, and I leave *you* to say *what you* like.

## LESSON VII

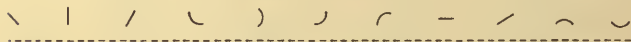
### HALVING

48 Writing any consonant stem half-length adds *t* or *d* to it.

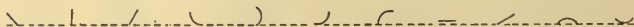
49 When halving upright or inclined stems, bear in mind that the upper half is cut off, thus leaving the positions of half-lengths as given below.

Horizontal half-length stems are written in the same position as full lengths (par. 12).

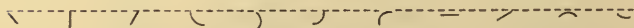
#### FIRST POSITION



#### SECOND POSITION





#### THIRD POSITION















50 *L* alone half-length is *Lt*, not *Ld*: *late*, not *laid*, *let*, not *led*.




51 *R* (*ree*) alone half-length is *Rt*, not *Rd*: *write*, not *ride*, *root*, not *rude*.




52 *W* alone half-length is *Wt*, not *Wd*: *wet*, not *wed*, *wight*, not *wide*, *weight*, not *wade*.




53 A half-length and a full-length or two half-lengths cannot be joined unless there be an *angle* at the junction :  attacked,  looked.


54 When the present tense of a regular verb ends with a full-length stem, the past tense is written by making the last stem half-length :  comb,  combed,  pack,  packed,  doom,  doomed.

55 When the present tense ends with a half-length, the past tense is formed by writing the final stem full-length and adding a half-length T or D :  act,  acted,  pat,  patted,  intend,  intended.

56 All words ending in *ted* or *ded* must be written with a half-length T or D :  fated,  matted,  jaded.

57 When the sound of T or D is immediately preceded by two vowels, the stem sign must be used :  poet,  riot,  period.

58 When a vowel sound follows T or D at the end of a word, the stem sign must be used :  pity,  undo,  needy.

An exception is sometimes made to this rule in the case of words ending with *ty*, but this is allowed only for the sake of shortening certain outlines :  ability.

59 A half-length T or D should be detached and written *closely* to the preceding part of the word, when, if joined, there would be no angle at the junction :

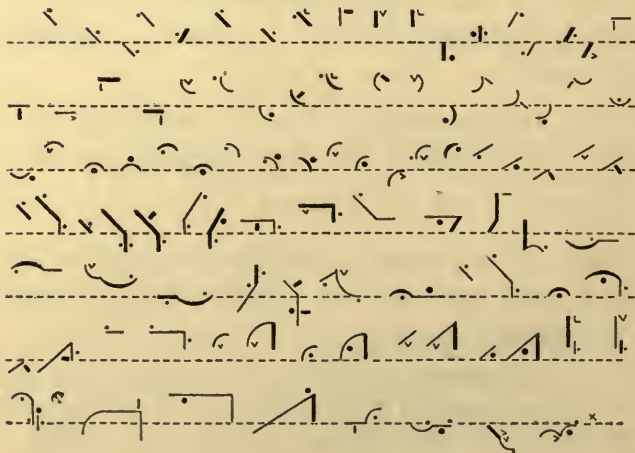
l. dated, N. waited, ----- l. inundated.

60 In some cases where the meaning might be doubtful, the stem is used to represent D, and the halving, T: c. feet, y. food, T. coat, T. code.

61 Translate words and sentences, observing the following

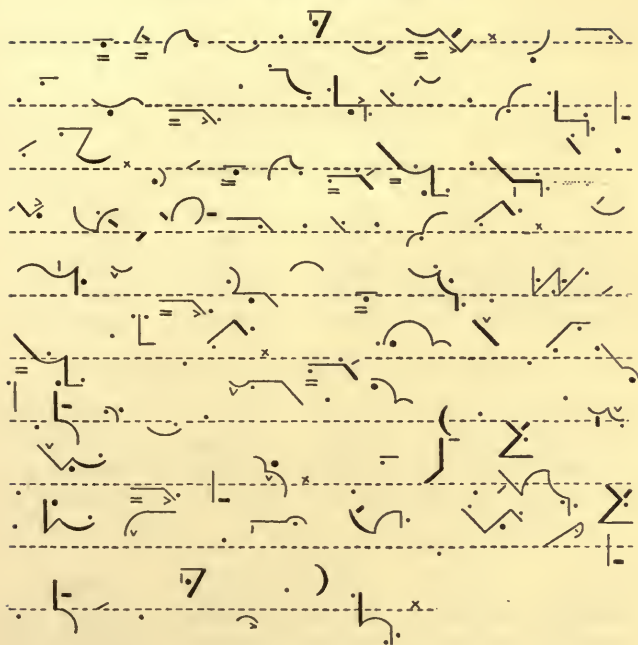
#### ORDER OF READING

- 1 Vowel before the stem
- 2 Stem
- 3 Vowel after the stem
- 4 Halving





# Kate Choate and Her Cat



# LESSON VIII

## WRITING EXERCISE

### ONE STEM, HALF-LENGTH

kite	taught	jet	shoot	right
ached	dot	bought	east	root
cute	cheat	about	iced	lute
get	chewed	shout	met	tide
good	jot	night	light	might

### TWO STEMS, THE SECOND HALF-LENGTH

copied	<i>lived</i>	decked	choked	remote
coiled	tepid	edict	<i>repeat</i>	wrecked
combed	tippet	<i>delight</i>	<i>refute</i>	tucked
ticket	timed	dilute	<i>rapid</i>	raked

### TWO STEMS, THE FIRST HALF-LENGTH

detach	<i>lightly</i>	written	fata <i>lly</i>	knitting
badly	acti <i>ng</i>	writi <i>ng</i>	voti <i>ng</i>	<i>late</i> ly
getti <i>ng</i>	acti <i>ve</i>	<i>rate</i> ing	mot <i>ley</i>	<i>lot</i> tery
good <i>ly</i>	cutti <i>ng</i>	botto <i>m</i>	edito <i>r</i>	headache
notifi <i>y</i>	esteem	fighti <i>ng</i>	evadi <i>ng</i>	beauti <i>fy</i>
letti <i>ng</i>	<i>rate</i> fy	fata <i>l</i>	endi <i>ng</i>	mutel <i>y</i>

### TWO HALF-LENGTH STEMS

cut/et	indicate	modulate	ultimate	modified
obdurate	esteemed	moderate	abdicate	medicate
detect	notified	midnight	eradicate	estimate

## THREE STEMS, THE FIRST HALF-LENGTH

actively	petrify	bedroom	modifying
catalogue	bootjack	madcap	esteeming

## THREE STEMS, THE SECOND HALF-LENGTH

captive	coveting	unending	inviting
capital	pocketing	piloting	phonetic
capitally	delighting	politely	rapidly

## THREE STEMS, THE FIRST AND THIRD HALF-LENGTH

kidnapped	petrified	deducted	eradicated
detected	intended	mutilated	indicated
modulated	medicated	estimated	moderated

## WORDS IN WHICH THE HALVING CANNOT BE USED

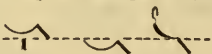
piped	liked	lad	read	Monday
poet	lied	load	ride	married
reared	allowed	lady	rood	bullied
locked	into	ailed	rallied	buried
looked	motto	road	deride	guilty

## MISCELLANEOUS

pate	cheated	ending	vital	copyright
bait	pity	talked	vitally	captivate
bet	pitied	attached	untaught	timidly
remit	undue	adept	dotage	cutlery
remitted	indeed	debate	ignited	rectify
dot	uncut	dodged	deluded	fetlock
dotted	abrupt	adult	educate	infidel
doubt	cadet	dilute	educated	inviting
doubted	docked	chimed	damaged	refitting
deed	capped	invite	dilated	unpurified
deeded	packed	title	polluted	agitated
cheat	timid	medley	evolved	manifold

## SENTENCES

A lot of badly taught, untidy folk, not knowing how to act, loudly knocked at *the* door of a cottage, and asked to see *the* goodly poet, *but was* not admitted. *The* noted infidel *who* headed the mob, put a foot into *the* bedroom, and got bit by a cat, and batted on *the* head *with* a bootjack. *He* backed out *with* a bad headache, *but* ready to fight if attacked. *The* deluded poet avoided fighting *the* madcap, *but* talked of inviting *him* politely to be educated in oratory. Being married *and* an adept in debate, *he* coveted *the* job of elevating *the* untaught fanatic *who* had no aptitude in reading, and ended *the* cheat *with* undue avidity by talking *him* to death. Nobody\* pitied *him*, and *he* packed an antique bag and eloped.

\*Nobody, anybody, and everybody are exceptions to par. 58, and are written with half-length stems :-----

## LESSON IX

### LENGTHENING

62 Writing any *curved* stem double-length adds *tr*, *dr*, *thr*, or *dhr*, to it; hence lengthening may represent the following syllables: *ter*, *der*, *tar*, *tor*, *thur*, *ther*, *tyr*, *ture*, *dor*, *tire*, *tre*.

63 Begin to write every double-length stem the same distance from the line as single-lengths, with the exception of the *first position down-stroke*, which, in order to rest on the line, must be begun half the length of the stem *T* higher than for single-lengths; therefore,

64 The positions for *down-strokes* are :

*First position* : Resting on the line

*Second position* : Equally divided by the line

*Third position* : Three-fourths below the line

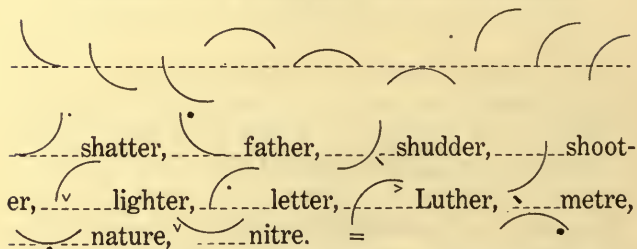
The positions for *up-strokes* are :

*First position* : One-half the height of the stem  
T above the line

*Second position* : Resting on the line

*Third position* : Three-fourths above the line

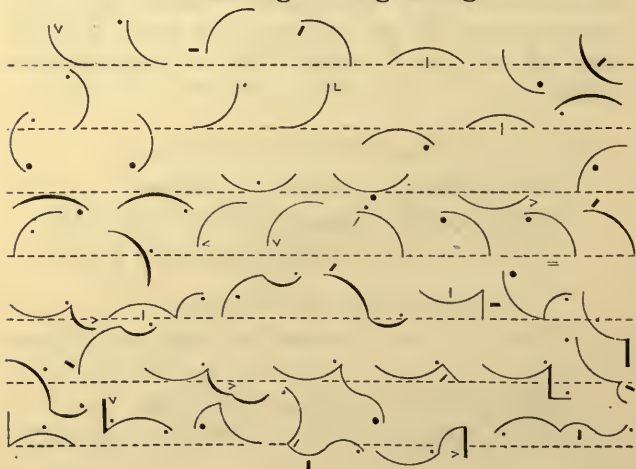
## ILLUSTRATION OF POSITIONS OF DOUBLE-LENGTHS



65 Translate words and sentences, observing the following

## ORDER OF READING

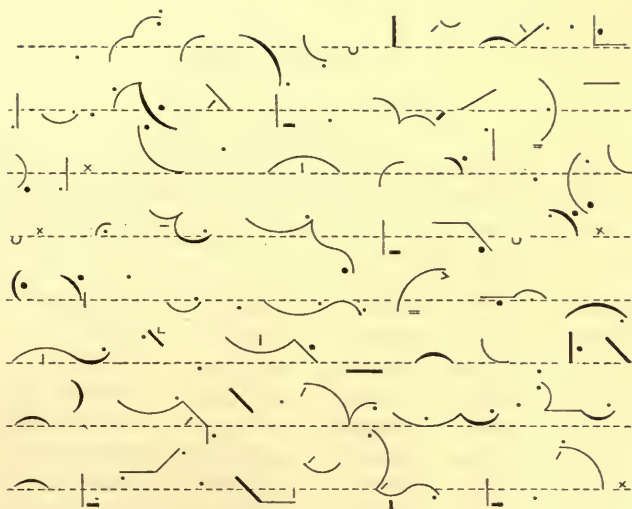
- 1 Vowel before stem
- 2 Stem
- 3 Vowel after stem
- 4 Halving or Lengthening



## LENGTHENING

39

## SENTENCES



## LESSON X

### WRITING EXERCISE

66 In this writing lesson, be careful to observe the rules for position, and to make double-lengths fully twice as long as single-lengths (it is better to make them too long than too short).

after	matter	orator	diameter	underjaw
fatter	mother	order	interval	underbid
feather	mutter	waiter	underlie	underfoot
future	heather	weather	undergo	afterthought
fodder	under	loitering	underpay	motherhood
thither	neater	interim	undertake	intermitted
Esther	neither	metric	undertook	interrupt
oyster	latter	orderly	undertaking	interrupted
shudder	letter	hitherto	underneath	alternate
shooter	litter	muttering	intervolve	alternately
mitre	Luther	entering	interfere	alternating
metre	alter	invader	interlope	interviewed

After *an* interview *with an* orator named Underwood, Arthur undertook to see *the* father *and* mother of Luther ; *but* they *would* not be interviewed, so in order not to interrupt *them* or interfere *with what* they *had* interdicted, *he* asked *them* to write a letter, *which* after *an* interval they engaged to undertake. Esther bought a China aster after Easter, *and* put it in *the*



theatre by *the* heater, *where* it died *for* lack of water. The laughter of *the* waiter so annoyed *the* hatter, *who* was no fighter, *that* undertaking to eat an oyster he was choked, *which* made *the* invader shudder.





CONSONANT POSITIONS




	Simple Stems	Half-Lengths	Double-Lengths
1			
2			
3			




# LESSON XI





## CIRCLES AND LOOPS




67 Every word in the language can be represented by the simple consonant stems and the vowel and diphthong signs, yet the outlines would often be awkward, long, and difficult. In this lesson we have short forms for *s*, *ss*, *sz*, *st*, *z*, *zz*, *zs*, *zd*, and *str*. In some cases, however, the stem signs must be used.




68 At the beginning of a word, a small circle represents the sound of *s*. Between stems, or at the end of a word, it represents *s* or *z*:  safe,  disc,  face,  doze.




69 A circle must be perfect when initial or final; between stems it need not be:  sang,  mass,  nicely.




70 When two circles are written to one straight stem, be careful not to curve the stem:  space,  sacks,  seeks.





71 A large circle represents *ss*, *zz*, *sz*, or *zs* with the vowel occurring between them. This vowel may be written within the circle, but unless accented it need not be written at all:  basis,  dozes,  doses,  possess.

72 The small loop (*one-third* the length of the stem) represents *st* or *zd*, having no vowel between them: --stoop, --must, --amazed.


73 The large loop (*two-thirds* the length of the stem), never used initially, represents *str*, with the vowel between *t* and *r*: --faster, --duster, --castor.



74 Turning a small circle on the opposite side of a large circle, or large or small loop, adds an *s* or *z* sound, which is the final sound of the word: --recesses, --masters, --boasts.




75 Independent loops may sometimes be used between stems where better outlines will be obtained; thus: --substitute, --instinct, --extract.



76 Cross the *stem* in writing a *circle*, but not in writing a *loop*, between stems: --desk, --music, --costly, --honestly.



77 The stem must be used

(1) for *z* at the beginning of a word: --zero;




(2) for *s* or *z* when it is the first consonant of a word that begins with a vowel: --ask, --azalea;





(3) for *s* or *z* when it is the last consonant of a word and followed by a vowel: --pussy, --busy, --dizzy;




(4) for *s* or *z* when followed by two concurrent vowels :  saying,  sighing ;






(5) for *s* or *z* when preceded by two concurrent vowels, if there be only one other consonant stem :  pious,  joyous.




78 A circle or loop must be written




(1) on the right-hand side of a straight down-stroke :  taste,  days,  boys ;




(2) on the upper side of a straight horizontal :  sky,  case,  stock,  cases ;








(3) on the upper or left side of an upward *R* :  roses,  roast,  story ;



(4) on the concave side of all curved stems :  nice,  amused,  loss,  faces,  master ;









(5) on the outer side of the angle between two straight stems :  task,  possessed,  chastise ;







(6) on the concave side of the curved stem when it occurs between a straight and a curved stem :  passing,  chosen,  mask ;

(7) on the concave side of the *first* curved stem, when between curved stems :  housing,  losing,  facing.

79 The circles, large and small, and the small loop, are written at the beginning, in the middle, and at the end of stems:  seats,  rising,  stem,  justify,  mast,  season,  insist.

The large loop is used only in the middle and at the end of stems:  Amsterdam,  faster.

80 The possessive case and the regular plural of all words, including contractions, are indicated by a final circle:  who,  whose,  give,  gives,  Harry,  Harry's,  book,  books.

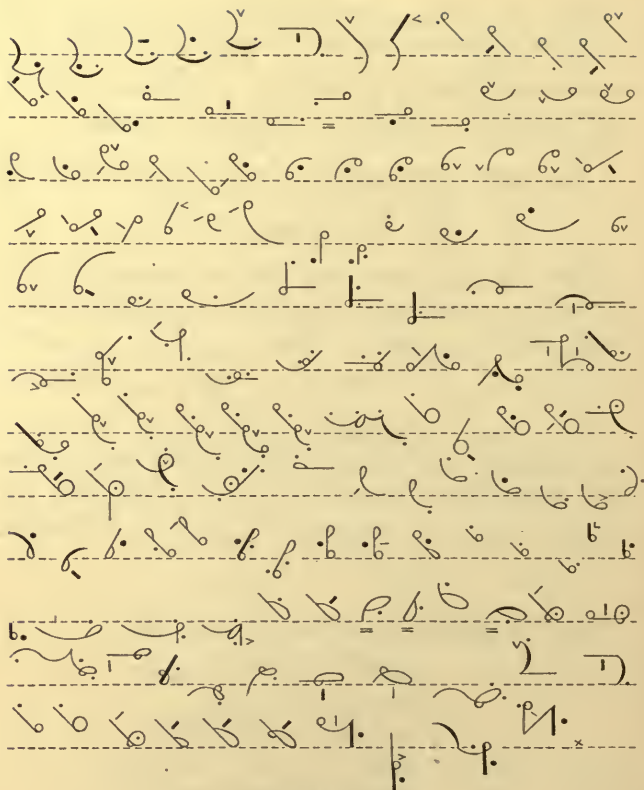
81 When the present tense of a word ends in st, the past tense is written by changing the loop to a circle and adding half-length T or D (see par. 56):  coast,  coasted,  hoist,  hoisted,  fast,  fasted.

82 Translate, observing the following

#### ORDER OF READING

- 1 Initial circle or loop
- 2 Vowel before the stem
- 3 Stem
- 4 Vowel after the stem
- 5 Halving or lengthening
- 6 Final circle or loop

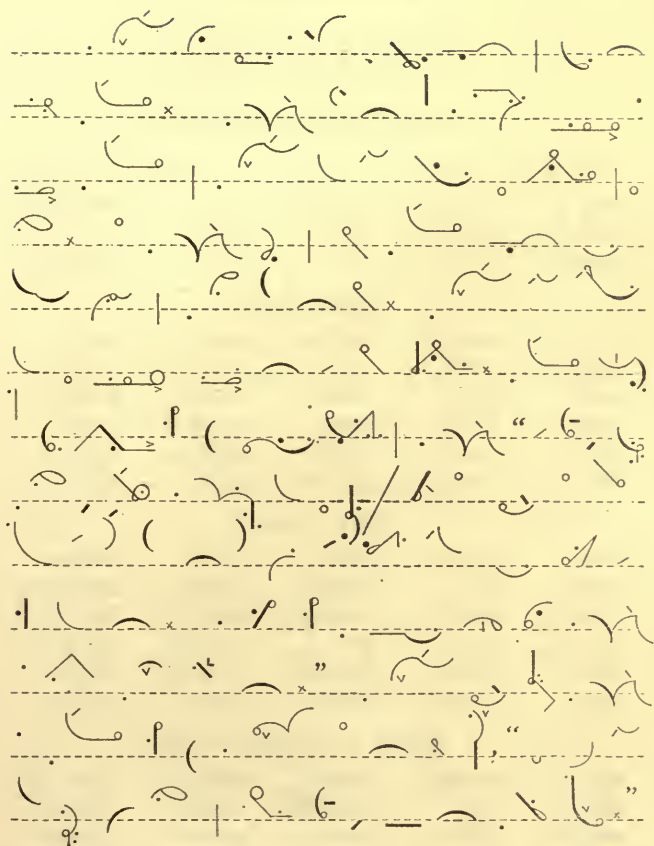




## CONTRACTIONS

as }	possible }	hear }	first }
has }	possibly }	here }	
is }	spoke }	yet }	almost }
his }	special }	young }	
next }	speak }	your }	together }

## The Sick Lion



# LESSON XII

## WRITING EXERCISE

WORDS IN WHICH THE STEM MUST BE USED FOR S OR Z

espy	assume	Jessie	mossy	sighing
acid	estate	Macy	tipsy	rosy
aspire	zebu	Lucy	juicy	essaying

### INITIAL CIRCLE

sip	sorrow	soothe	sleep	scope
some	seek	sieve	slave	saving
soon	sing	such	speck	snake
sash	silly	sage	spoil	swim
soil	soap	slowly	ceiling	sleek
sire	south	sitting	skip	skim

### FINAL CIRCLE

pace	nose	does	rocks	induce
puss	ax	knees	notice	announce
miss	case	copies	reduce	fox
lose	keys	fix	Venice	takes
rose	gaze	knocks	famous	intense
vase	eggs	makes	paths	remiss

### INITIAL AND FINAL CIRCLE

space	seams	cities	spikes	spheres
sobs	sex	suppose	snakes	snuhs
soothes	slice	sleeps	surveys	smokes
suffice	sashes	snaps	savings	sadness
since	stays	surface	slowness	solace



## MEDIAL CIRCLE

passage	losing	unsafe	choosing	rising
passing	risk	facing	raising	missing
insane	gusto	tusk	decide	docile
teasing	exit	chosen	missile	fasten

## HALF-LENGTH WITH INITIAL OR FINAL CIRCLE

slight	seemed	sweet	bites	heads
fight	sacked	signed	sagged	waits
fits	spite	sent	sound	puts
cuts	nights	arts	senate	boats
smite	gates	rats	heats	sift

## HALF-LENGTH, INITIAL AND FINAL CIRCLES

skates	salts	sweets	scents	spites
saints	slates	sifts	sounds	smites

## DOUBLE-LENGTH, INITIAL OR FINAL CIRCLE, OR BOTH

cinders	centres	slaters	Arthur's
saunters	senators	natures	mothers
psalters	smothers	features	matters

## INITIAL SMALL LOOP

stock	steal	starry	stage	store
stick	style	stiff	stab	steer
stem	star	state	steep	sting

## FINAL SMALL LOOP

cast	jest	nest	used	waist
coast	chest	must	lost	haste
gust	post	yeast	raised	amused

## LARGE LOOP

taster	faster	lustre	jester	minister
toaster	vaster	castor	roster	sinister
Lester	pastor	nestor	pester	investor

## PHONOGRAPHY

## LARGE CIRCLE

season	poses	tosses	excise	choicest
schism	axes	accuses	desist	emphasize
society	kisses	gazes	insist	loses

WORDS ENDING WITH LARGE CIRCLE OR LOOP,  
WITH SMALL CIRCLE ADDED

possesses	posts	mists	posters
abscesses	dusts	guests	castors
excesses	coasts	lists	masters

## MEDIAL LOOP

justify	vestry	district	earnestly
testify	costly	abstract	majestic
pastry	disturb	honestly	Amsterdam


## MISCELLANEOUS


face	feast	boast	slighter	roses
safes	feasted	boasts	sake	recesses
staff	deceased	boaster	cases	roast
faced	such	taste	stake	roasts
faces	stitch	tasted	cased	excessive
foster	chess	signed	success	incisive
fosters	Chester	nights	costs	lobster
soft	chests	sender	coasters	monster
fates	Chester's	notes	mass	Munson
softer	cheats	enters	masses	ministry
steam	bus	notice	masts	artistic
steamed	busses	notices	master	industry
cask	bust	noticed	masters	exercise
mask	busts	slights	rose	statistic

### Scott and Young Steele

Isaac Scott, *who* stood at *the* head of a large business, sat in *his* office beside a new\* artistic desk, and opposite *him* sat rosy-faced young Steele. They *had* studied *together* at Oxford, and *had* now† met to discuss many topics of business; also society and state. They desired to *have* good laws instead of bad, and after much debate they *were* still in doubt whether they *should* not *have* some of the lawless fellows arrested, since they *would* not resign, yet refused to do right. *Here* they *were* interrupted by Miss Scott and the Misses Steele entering.

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

\*New is always written with the last half of the diphthong > joined; thus: --


†Now is always written with the first half of the diphthong < joined; thus: --





## LESSON XIII





### BRIEF SIGNS FOR W, Y, H, N, "ING" AND "INGS"

83 *Brief signs* are used in the place of consonant stems when the stems would make an awkward, difficult, or indistinct outline. The learner is liable to fall into the error of using them indiscriminately, imagining that because they are small they can be more quickly made than the stems.




84 The right or left half of a small circle represents W, the preference being to have the opening toward the *right*; before horizontal stems the opening is toward the *left*:  waif,  wed,  wedge,  unwashed,  wake.





85 Occasionally a circle may be written within a brief W to obtain a clearer outline; thus:  Swede.





86 The upper or lower half of a small circle represents the consonant sound of Y:  yoke,  unyoke,  yielding,  yellow.





87 The sound "u," when a distinct syllable, is represented by brief "y," thus:  Utica,  eulogy,  annual,  sinew.




88 A sign for N, which we will call the N *curl*, representing the syllables "en," "in," "un," is used







only before a circle, and not then if the stem can be easily joined:  unceremonious,  enslave,  unsullied.

89 A vertical line, one-fourth the length of the stem T, called a *tick*, represents H, and is used before the stems M, K, and G:  hum,  hook,  hug,  home.





In the combination *wh*, *h* is always sounded first, and should therefore be written first:  whet,  whip,  white,  whether.




90 A dot is used for H before a vowel which is followed by P or B, and sometimes before other consonants when the outline can thereby be improved:  hope,  hobby,  heap,  behave.

91 When the N stem, *after a circle*, would form an awkward or difficult outline, the N may be represented by a curl:  lesson,  listen,  Hudson:






92 A dot is used for "ing" after a half-length T, D, P, B, M, H, Y, L (downward), and in all cases where the stem NG cannot easily be joined. It is also used after a contraction:  betting,  bidding,  hiding,  doubting,  speaking,  giving.

There is an inclination to use the dot in other cases, but it never should be employed when the stem sign makes a good junction.

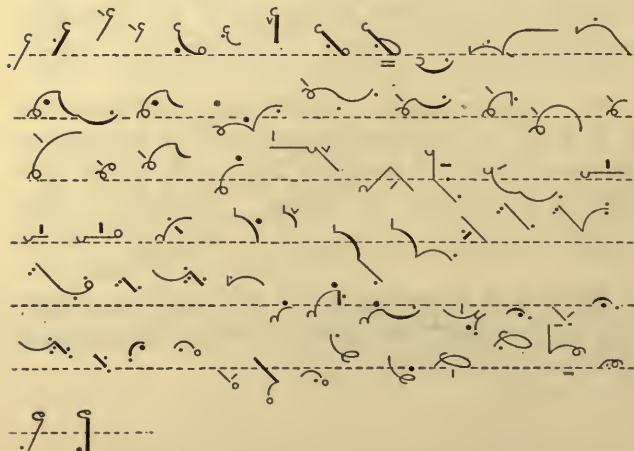
93 A small circle is used to represent "ings" after a half-length T, D, P, B, M, H, Y, L, and after a contraction:  mattings,  beatings,  buildings,  hearings.

94 After loops, "ing" may be represented by a final curl; thus:  lasting,  interesting,  mastering.

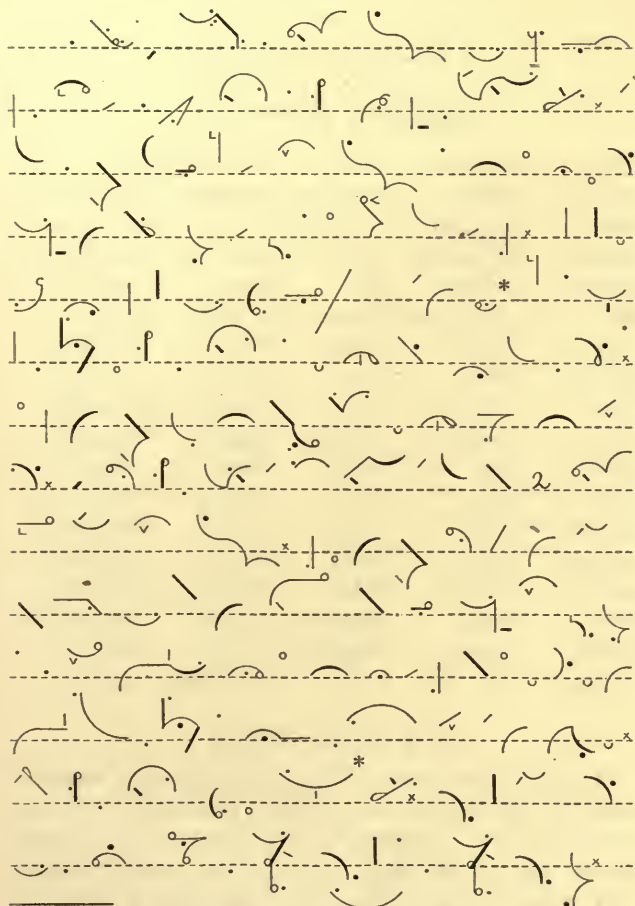
95 Be careful to write the brief signs for W, Y, and H as they are found in the reading lesson. If they are made too large, there is a liability of mistaking them for half-lengths. Keep curls on the side *opposite* the circle.

96 After half-length W, H, M, L, and frequently after full-length M, upward L is used:  little,  hotel,  whittle,  small,  metal.

Translate the following:



## The Peasant and the Lawyer



\*Words out of position :—send, another.



## LESSON XIV

### WRITING EXERCISE

wage	weaving	insulator	whitewash	hip
waged	winked	insulated	whittle	hypothetic
wages	wagged	unsolicited	white-lead	hypothesis
witching	yellowish	unsullied	hack	matting
witches	yellower	whet	hoax	patting
wed	interesting	wheeze	switch	biting
wedded	Utah	wheezes	swathe	betting
wedding	Utica	whist	haply	boating
wife	Eureka	whack	unhappy	putting
wives	eulogy	wasting	hapless	hating
widow	yoke	whale	heap	heating
wash	yokes	whaler	heaped	hooting
washed	yoked	wheat	lesson	yachting
washing	yelp	whig	hub	meetings
waft	yelping	whim	hobby	beatings
woof	unseal	whipped	hope	Hudson
weave	enseam	whiplash	hopes	sweep
waving	insulate	whisk	hopeless	hamlet

### Gyp and His Friend

A yellow dog named Gyp, *whose* master made a wedding feast *for his son who had come with his lately wedded wife to his father's house, and* invited many guests, said to *his* mate, a white dog named Watch, "My master makes a feast this night, *and I wish you*



to come early and enjoy it, as my guest." Watch wagged his tail, as much as to say *he would come, and as he lay winking in the sun, he thought of all the nice tidbits he would have, until he had in his thoughts tasted a feast, fit for a king, and listened to the wedding toasts. The time came and he set off for the house. He saw all busy making ready for the master's feast. As he watched the cook wash and boil and roast and baste the meats, he said: "How happy I am that I came. I do not get such happiness as this many days of my life. I will eat enough to last me both this day and tomorrow."* So saying, he wagged his tail with such force that the cook, unhappily for him, noticed his antics, and taking a whip which she kept for such purposes, gave him a beating, which sent poor Watch yelping away, with not a taste of the feast he had expected so much to enjoy. He fell to the earth, and as he walked away to hide his shame, he met some of his fellows, who asked how he had enjoyed the wedding feast. "Why," said he, "I was so well feasted that I do not know how I got out of the house."

Uninvited guests seldom have the happiness of meeting a smiling host.

## LESSON XV

### INITIAL HOOKS

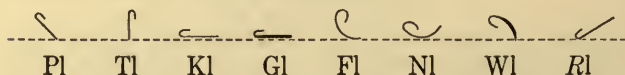
97 An initial hook is written at the beginning of the stem, and read after the stem and the vowel which precedes it. There are four initial hooks. They represent the sounds of *l*, *r*, *w*, and *y*.

98 As the *y* hook is employed in phrase-writing only, its use will be explained hereafter.

99 When no distinct vowel sound occurs between *l*, *r*, and *w* and the preceding consonant, a hook may be used instead of the stem. It follows that a hook can never represent the first consonant sound of any word.

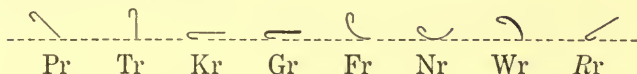
100 The *l* and *r* hooks are written on all stems.

101 The *l* hook is small on straight stems and large on curved stems. Like the circle for *s*, it is written on the right side of straight down-strokes, on the upper side of straight horizontals and *ree*, and on the concave side of all curved stems :

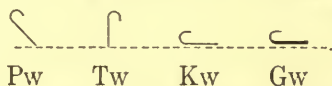


102 The *r* hook is always small. It is written on the left side of straight down-strokes, on the lower side

of straight horizontals and *ree*, and on the concave side of all curved stems :



103 The *w* hook is large, and is written on straight stems only. It is written on the same side as the *l* hook :











104 An initial hook is read *immediately after* the stem upon which it is written: ply, fly, tray, affray, twice, acquire.



105 An initial hook may be written to a stem which is preceded by another stem : Bible, paper, manner, final, kingly, require.



106 It is not always possible to make a hook between stems perfect and at the same time make it easily, but it can be made plain enough for practical purposes, and should always be written in such a way as not to interfere with speed: baker, joker, digger, ladle, gavel, calmly.






107 The rules for writing L, R, and SH, are observed in writing hooked stems, except in the case of Rl, which is *generally* written with the upward sign for R : fisher, fishery, official, officially, gnarl, gnarly.

108 A circle may be written to a hook, and is always read before the stem and the hook. Loops are never written within hooks:  settle,  civil,  safer,  sinner.

109 Instead of writing the circle *in* the *r* hook on *straight stems*, it is written on the *r* side; the large circle and small loop which cannot be written within a hook may be written on the *r* side of a *straight stem*. When a circle is thus written, it indicates that an *r* sound immediately follows the stem:  stray,  sister,  stutter,  discreet.

110 When a circle and *r* occur between stems, it is often more convenient to write the hook than to indicate it by writing the circle on the *r* side. In such cases the hook is always used:  express,  extreme.

111 The *N curl* may be written before a circle on the *r* side of a *straight stem*:  instruct,  unscrew.

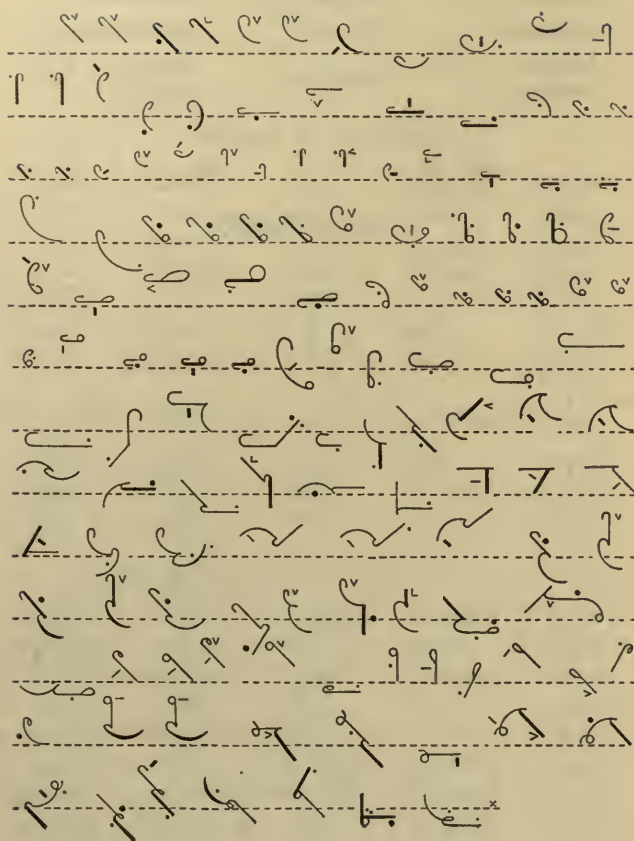
112 Generally write words ending in *tl* with the halving principle, those ending in *dl* with the *l* hook:  metal,  hotel,  huddle,  cuddle,  model.

113 Translate, observing the following

#### ORDER OF READING

- 1 Initial circle or loop
- 2 Vowel before the stem
- 3 Stem
- 4 Initial hook

- 5 Vowel after the stem
- 6 Halving or lengthening
- 7 Final circle or loop



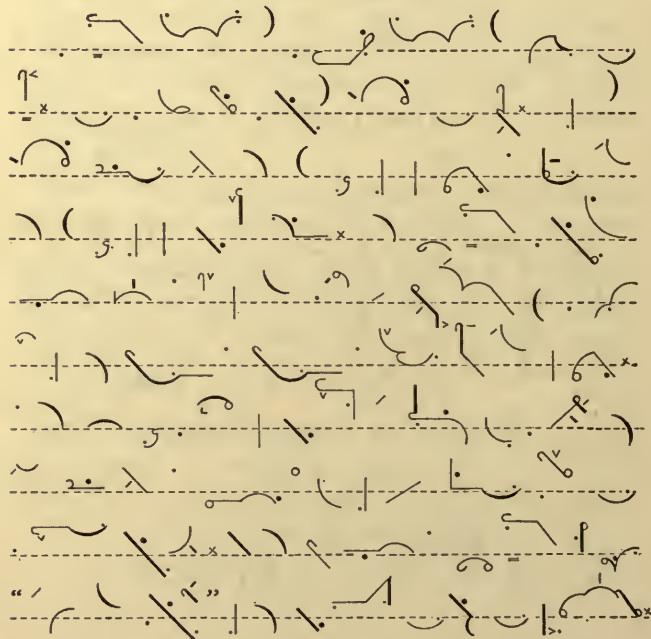
## CONTRACTIONS

worth_ (	difficulty_ _ _	Mr. _ _ _
when_ )	thing_ _ _	Mrs. _ _ _
people_ \	belong_ _ _	particular_ _ _
impossible_ _ _	belonged_ \	particularly_ \
brother } \	belonging_ \	believe } \
number } \		belief } \

## WORDS OUT OF POSITION

over\_ \_ \_ any\_ \_ \_

## A Queer Family



# LESSON XVI

## WRITING EXERCISE

Be careful to make the hooks of proper size.

### ONE STEM, INITIAL HOOK

claw	outer	plate	ushered	awful
craw	odor	bray	azure	afloat
clue	apple	blight	threat	afraid
crew	apply	bright	either	easily
clad	upper	shrew	flow	oral
crate	prow	only	free	error
Troy	prate	usher	float	quit

### TWO STEMS, THE FIRST HAVING INITIAL HOOK

track	pluck	query	flag	twitch
clock	black	tweak	twilight	freely
click	quill	twig	twill	flower

### TWO STEMS, THE SECOND HAVING INITIAL HOOK

cackle	double	noble	manner	rippled
cookery	chiefly	likely	bushel	libeled
couple	channel	local	cheaper	regret
caper	pickle	libel	finer	ingrate
camel	powder	animal	favor	migrate
gabble	busily	astray	cuddled	labored
gable	shuffle	locker	fabled	leisure
deeply	shaker	labor	replied	cackled



## TWO STEMS, EACH HAVING AN INITIAL HOOK

plural	twirl	quickly	twitcher	flicker
floral	quibble	blackly	fretful	flavor
playful	honorable	truckle	travel	pleasure
plainly	trouble	truckled	glazier	treasure
queenly	troubled	twaddle	glimmer	drizzle

## ONE STEM, INITIAL CIRCLE AND HOOK

cycle	civil	signer	sever	sibyl
settle	cypher	sinner	simmer	sable
sidle	suffer	soother	squaw	sooner

## ONE STEM, CIRCLE OR LOOP ON R SIDE

spry	supper	screw	stitcher	sadder
spray	saber	stouter	stalker	cider
spree	stray	stupor	stagger	seeker
separate	straight	stager	suitor	cedar

## TWO STEMS, THE SECOND HAVING INITIAL CIRCLE AND HOOK

display	fastener	disable	visible	desperate
peaceable	feasible	peacefully	descry	dispraise

## MISCELLANEOUS

play	straight	trickle	squib	<i>fresh</i>
pray	strut	struggle	squabble	fresher
plate	strike	quake	squeeze	<i>freshly</i>
prate	striker	quaker	squeal	braid
splay	black	queer	twice	braiding
spruce	blacker	queer/y	measure	platings
split	blackest	bequeath	measured	implacable
sprite	quick	inquest	gleaner	inscrutable
quite	quicker	twinkle	glibly	instructing
tray	quickest	inquire	glacial	watchful
trait	trick	require	gloom	wishfully
twist	stroke	squire	clamor	bequest
stream	strict	esquire	clear	bicycle



## A Queer Family

(CONCLUDED)

Later on *that* baby grew so fast *that* he was sickly. He was so plump *that* he had the croup every week. But Baby was a source of pleasure when his big brother was thought of. That boy was always in the way, though he was invariably out of sound and reach when he was needed. He was not bad, but somehow he was not good, either. "His stars were unpropitious" (N-Pr-P-SHs), his brother Abraham said. "They would not twinkle for him worth a cent." He would play exactly where he pleased, and when he played where he pleased, he got into trouble. If he played by the dog kennel, the dog would spring out and snarl at him. If he played in the stable, it was certain to be at the precise time when old\* Brownie was switching insects away and would take Rob's eye for a fly. If he visited the cook, he displaced the salt and pepper, and got mustard in his eyes.

Abraham was a queer fellow, too. It was almost impossible to attract his notice if he was absorbed in a book. Almost everything got him into trouble. If he was set to watch the baby, the poor little fellow would put paper in his mouth, or climb up on the table. When the library ceiling was being frescoed, he climbed up the ladder to get out of the way, and crawled up on a bracket over the book-case. The laborers moved the book-case, took out the ladder, and when finally Abraham looked up, he was solitary in the great room, eight feet from the floor.

\*In old-*æ*-, and older-*æ*-, the vowel is joined to the stem to distinguish them from late-*æ*-, and later-*æ*-






*His sister Grace was a queer girl, too. She was as sour as if she had lived twelve leagues from a lump of sugar. She was as cross as two sticks. But it was not strange, belonging to such a father and mother. She was the most unlucky girl in her class. If she skipped rope, it invariably tripped her; if she smelled a particularly pretty flower, it was certain to prick her nose and make her cry. Indeed, it would require a number of St. Nicholas for me to relate all her difficulties from almost any Monday to the next Saturday night. But what else could you expect of a girl with such a father and mother as Mr. and Mrs. Clapp? What! did I not say anything about them? You must be satisfied to know that the father was a night editor; that is, he wrote every night for a newspaper that had to be sent out to thousands of readers at breakfast-time next day. So he had to sleep all day, and that was quite enough to upset any house. As for the mother, she belonged to a first family. Well, we all know what first families are. Adam belonged to a first family. So did Eve. And this mother was so busy belonging to a first family that it is not strange that everything was so queer. This is not clear, perhaps, but it is all the reason I have to give just at present.*






*And I have no moral to give, either. Any moral that would come out of such a family would not be worth having.*









## LESSON XVII

### SPECIAL VOCALIZATION—NEGATIVES





114 It is sometimes best to express *l* or *r* by a hook, even when a distinct vowel sound intervenes between the consonant so expressed and the preceding consonant. A vowel written in the usual way cannot be read between the stem and the hook, but must be read before or after both. When the vowel is to be read between the stem and the hook, it must have a different form or place.

115 A *heavy* dot vowel to be read between the stem and the hook is represented by a small *circle* written *before* the stem:  mar,  rail,  near,  hard,  harder.

116 A *light* dot is represented by a small *circle* *after* the stem:  care,  yell,  hill,  tell,  very.

117 Dash vowels, light or heavy, and diphthongs, are written through or at the ends of the stem:  shawl,  more,  or  rule,  hire,  howl,  or  cure.

118 When a distinct vowel sound occurs between *t* and *r* represented by lengthening, it may be expressed









in the same way as for hooked stems: entire, mature, nurture, immaterial.

It requires some thought and practice to determine when to use the hook and when the stem sign for *l* or *r* if a vowel intervenes between it and the preceding consonant stem. Special vocalization is used: (1) in many common words of one syllable, such as *whole*, *rule*, *till*; (2) to avoid awkward and difficult outlines, as in *course*, *hire*, *mar*: (3) where the word would otherwise contain a large number of stems; (4) in a great many words where the intervening vowel is not the accented one.

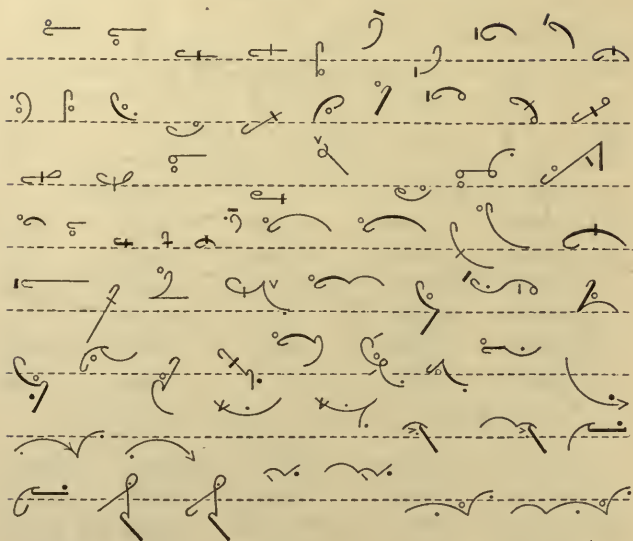
Special vocalization is used principally to preserve the syllabication of words.

### NEGATIVES

119 When a negative is formed by doubling the first consonant of the positive and prefixing a vowel, though the consonant sound be not doubled but rather prolonged, both consonants are written; otherwise both positive and negative would have the same consonant outline, and could be distinguished only by the first vowel of the negative. If the consonant thus doubled be *l* or *r*, the second *l* or *r* is expressed by a hook. The same rule applies to other words similarly formed, not

negative: numerable, innumera-  
ble, necessary, unnecessary, legal,  
illegal, refutable, irrefutable.

Translate the following :



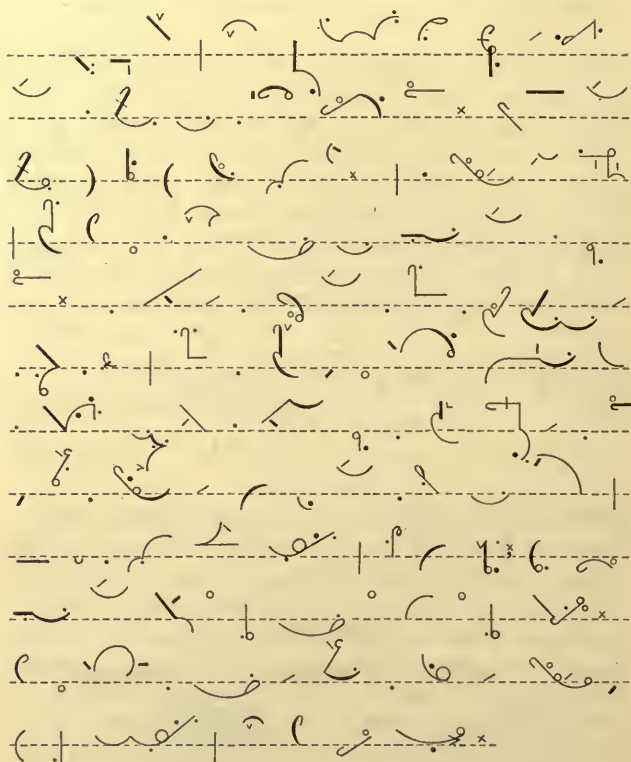
### CONTRACTIONS

think	(	world	/	collect	=	language	—
never	}	November	{	—		principle	{
						principal	
themselves	6					principally	—

### WORDS OUT OF POSITION

go	—	other	(	their	{
				there	

## A Journey in a Horse-Car



## LESSON XVIII

### WRITING EXERCISE

#### ONE STEM, HOOK AND SPECIAL VOCALIZATION

call	hire	wile	word	child
core	mar	ware	hired	curse
cool	mire	knoll	told	course
full	wore	real	railed	nearest
shell	wire	yore	rolled	murder
hale	wall	guard	ruled	warder

#### TWO STEMS, HOOK AND SPECIAL VOCALIZATION

George	courage	nervous	hardness	endure
sharp	cork	person	hardly	empire
north	lurch	harness	term	furthering
college	work	careless	warm	carpet
colony	verb	garden	dark	adverse
journey	nearness	heartache	ignore	afterward

#### TWO STEMS, TWO HOOKS, SPECIAL VOCALIZATION

verbal	portray	harper	mourner	vertebrate
vernal	journal	veritable	charger	sharper
kernel	barber	cheerful	partner	harbored
normal	marvel	partial	verger	purple

#### LENGTHENING WITH SPECIAL VOCALIZATION

future	juncture	nature	entire
--------	----------	--------	--------



## WORDS DISTINGUISHED BY REPEATING THE FIRST CONSONANT

movable	illogical	natural	ennoble
immovable	repressible	unnatural	legible
liberal	irrepressible	redeemable	illegible
illiberal	moral	irredeemable	memorial
logical	immoral	innate	immemorial

## MISCELLANEOUS

mere	car	participate	scored
merely	card	participating	scoring
wire	parsimony	harm	scourge
wail	harming	harmless	scourger
wailed	relate	harmful	real
war	relative	harmony	really
ward	relatively	telegram	reality
warder	relegate	cooled	reparable
wardrobe	reliable	school	irreparable
wile	scar	schooled	inspire
wild	scarlet	telescope	inspired
wilder	scarcely	intercourse	inspiring
wilderness	horse	nurture	inspirable
assault	horses	further	mortal
assaulter	unhorsed	shelter	immortal
cheer	harshly	hardware	mortality
cheered	hark	curvature	immortality
cheering	parley	furthermore	reproachable
cheerful	partly	schoolfellow	irreproachable
charm	parlor	schoolmaster	navigable
charming	impart	score	unnavigable

## A Journey in a Horse-Car

(CONCLUDED)

In no *other* vehicle *do* we realize how very queer people are. The car *was* nearly full. No car is *ever* entirely full. The car *was* warm and dark, *but* it is



unnecessary to *speak* of this. *I was* irresistibly led to study the various placards in English and *other languages*. They related *principally* to particular diseases and *their* marvelous cures. *There was* also a request many *times* repeated *that* each person as *he* entered the car *should* put the exact fare in the box. This placard always annoys me by its narrowness. Sometimes *I do* not feel like obeying this rule. Sometimes *I would* like to put in more, sometimes less. *But* no allowance is made *for* my generosity nor my parsimony. *I hardly think* this rule is founded on real justice. *Would* the authorities be as anxious to seek out the traveler who *overpays* and restore the excess as they are to follow *him* when he puts in too little? And *there* is a suspicious *thing* about a horse-car: the floor is sometimes an enormous grating, and straw is spread\* on this, so *that* if a nervous person is obliged to pass his fare to *others*, *he* lets it drop in the straw and *never can* get it. *I* marveled if the sweepings of the horse-cars *go* to the hired drivers, or if the authorities *collect them* merely to put *them* in the nearest poor-box. This car *was* not unlike *others* in *any* of *these particulars*. The inmates seemed to *have* selected *themselves* with regard to variety and the *difficulty* of fitting *themselves* and *their belongings* into the seats. So many *people* start to travel in a horse-car as if they expected to *have* all the room to *themselves*.

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\*See list of outlines distinguished, page 168.

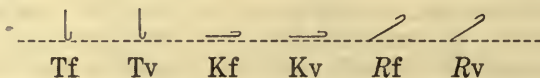
## LESSON XIX

### FINAL HOOKS

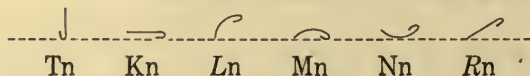
120 There are four final hooks—two small hooks representing the sounds of *f* or *v* and *n*; two large hooks representing the sounds *shn* or *zhn* and *tr* or *thr*. They are called the *f*, *n*, *shun*, and *ter* hooks.

121 The *f* or *v* hook is written on straight stems only, except when used in phrase writing, or as a suffix. It is then written on both straight and curved stems.

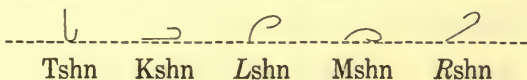
122 The *f* or *v* hook is small and is written on the right side of down-strokes and on the upper side of horizontals and *ree*:



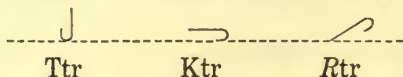
123 The *n* hook, always *small*, is written on the left side of down-strokes, on the lower side of horizontals and *ree*, and on the concave side of curved stems:



124 The *shun* hook, always *large*, is written on the right side of down-strokes, on the upper side of horizontals and *ree*, and on the concave side of curved stems:



125 The *ter* hook is used on straight stems only. It is written on the left side of down-strokes and on the lower side of horizontals and *ree*:













126 Unlike initial hooks, final hooks are read after the stem to which they are added and the vowels belonging to it: pave, tough, rain, arraign, nine, mission, daughter.





127 A final hook may be written to a stem which is followed by another stem. Between stems, hooks cannot always be perfectly written, but they may be made plain enough for practical purposes, and should always be written in such a way as not to interfere with speed: divine, pining, gathering, missionary, bindery.





128 The *shun* hook may represent the syllables *tion*, *cion*, *sian*, *sion*, and *shion*: nation, suspicion, Hessian, fashion, fusion.





129 The *ter* hook has the same value to straight stems as lengthening has to curved stems, except that it is never used for *dr*. The *ter* hook may represent









the syllables *ter*, *tor*, *ture*, *ther*, *tre*, *tar*:  tatter,  
 abettor,  creature,  sceptre,  Tartar,  
 gather.





130 A small circle may be written to any final hook, and is read after the hook:  droves,  vines,  
 lotions,  tatters.




131 Any circle or loop may be added to *n* on straight stems by simply writing it on the *n* side of such stems:  chain,  chains,  chanced,  
 punster.





132 *N* cannot be indicated in this way between stems, as in the case of *r* (par.109), except in a very few cases, of which *dancing* and *prancing* are examples. It is sometimes omitted altogether when it occurs before a circle that is followed by a consonant stem:  dancing,  prancing,  transmis-  
 sion,  transpose.







133 In the middle of a word where it would be natural to use the hook for *n*, and the stem makes an awkward joining, it may be omitted altogether. It is also omitted before *Jr*:  danger,  passenger,  
 identical,  attainment.



134 If a vowel follows *f*, *v*, or *n* at the end of a word, the stem must be used :  fun,  funny,  men,  many,  win,  winnow,  brave,  bravo.

135 When the sound of *shn* or *zhn* occurs after a circle sound, it is expressed like *in*, *en*, or *un* before a circle (par.88). This sign is called the *shun curl*. A stem may follow it :  possession,  musician,  indecision,  sensational.

136 A circle may be added to the *shun* curl and to a loop written on the *n* side of a stem :  physi-  
cians,  incisions,  punsters.

137 A straight stem having a final hook is lengthened to add *tr* or *dr*. It must be remembered that it is only when a straight stem has a final hook, and, therefore, the *ter* hook cannot be used, that lengthening adds *tr* or *dr* :  pointer,  tender,  rafter,  render.

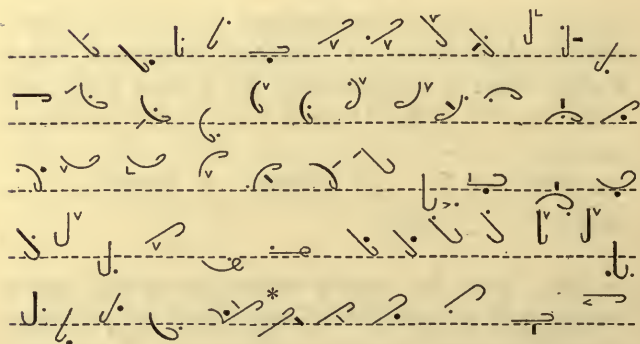
138 When the present tense of a regular verb is written with a hooked stem lengthened, the past tense is usually written with two half-lengths :  wonder,  wondered,  hinder,  hindered,  ponder,  pondered.





139 Occasionally after a final hook a stem is written upward. This is allowed only when a down-stroke cannot be written:  affectionate,  elocutionist.

140 Translate, observing the following

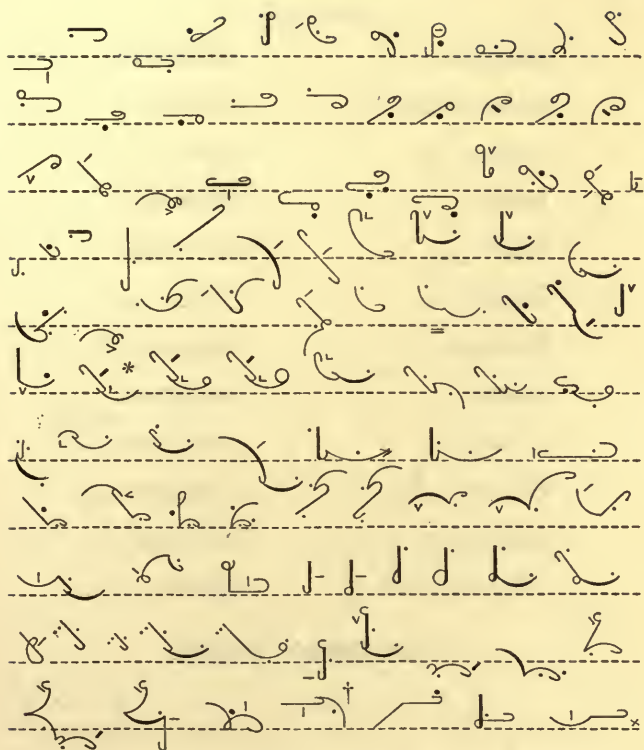
#### ORDER OF READING


- 1 Initial circle or loop
- 2 Vowel before the stem
- 3 Stem
- 4 Initial hook
- 5 Vowel after the stem
- 6 Final hook
- 7 Halving or lengthening
- 8 Final circle or loop



\*Exceptions (par. 44-2) are:  retire,  return,  retort,  resume.





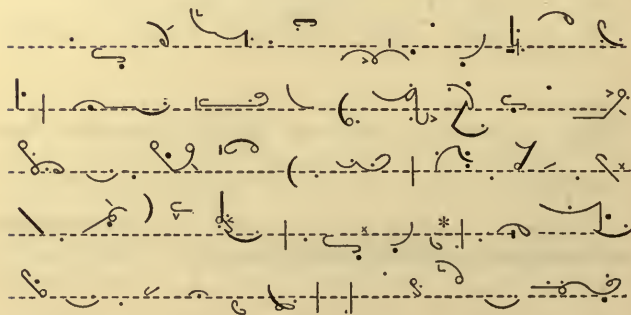
\*When two distinct *n* sounds occur, write the *first* with a *hook*, the *second* with a *stem*. Linen is an exception: 

†*Cover* alone or beginning a word is written in full ; when preceded by another syllable it is contracted.

## CONTRACTIONS

altogether.....	experience.....
astonishment.....	frequent.....
before.....	general.....
began.....	gentleman.....
begin.....	gentlemen.....
begun.....	govern.....
between.....	indispensable.....
captain.....	inscription.....
citizen.....	intelligence.....
develop.....	intelligent.....
description.....	movement.....
differ-ence-ent.....	opinion.....

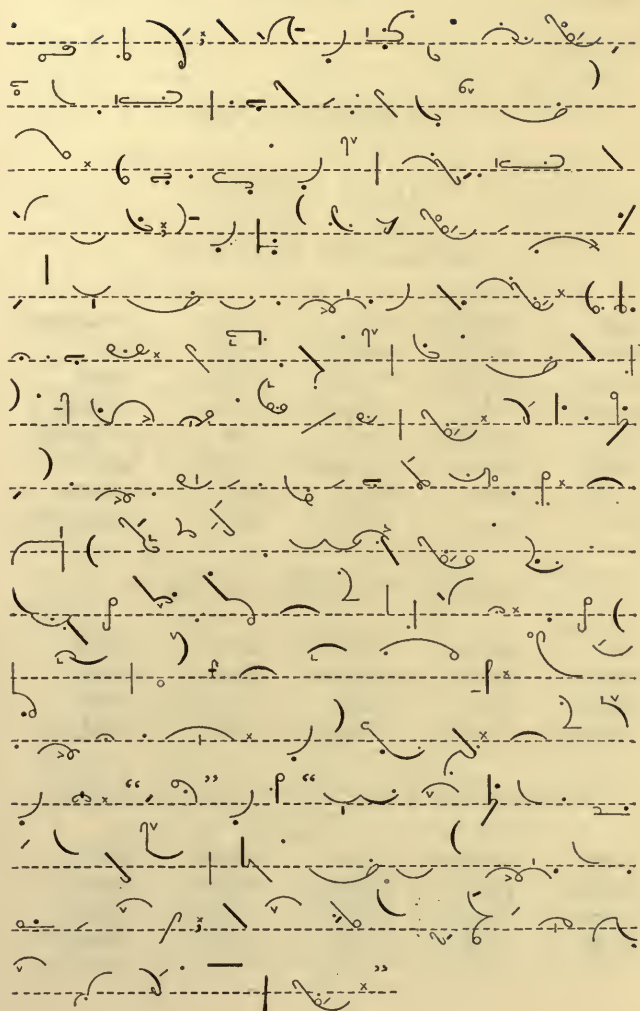
## The Queen's Museum




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\*See page 149.





# LESSON XX

## WRITING EXERCISE

### ONE STEM WITH FINAL HOOK

buff	addition	urn	ocean	occasioned
bun	rather	oration	mine	rent
potion	tuition	fine	amen	chant
batter	John	effusion	notion	patient
tone	caution	van	line	gathered
tatter	bitter	ovation	elation	assent
chafe	rove	shun	deft	ancient
join	run	shown	dent	arraigned

### ONE STEM, FINAL HOOK AND CIRCLE

cuffs	caters	bitters	hence	mints
vines	chafes	gathers	thence	finds
moans	wins	loans	omissions	lends
motions	cautions	allusions	tufts	winds

### STRAIGHT STEM WITH CIRCLE OR LOOP ON N SIDE

pence	bounced	joins	rinses	bends
bounce	guns	reigns	rinsed	tents
tunes	chains	runs	Kansas	kinds
coins	duns	rinse	chants	rends

## HOOKED STEM LENGTHENED TO ADD TR, DR OR THR

counter	tinder	render	slander	asunder
chanter	bender	hunter	cylinder	yonder
gender	panther	founder	surrender	lender

## WORDS ENDING WITH CIRCLE AND SHUN CURL

decision	physician	incision	supposition
opposition	succession	procession	acquisition

## ONE STEM WITH INITIAL AND FINAL HOOK

drive	prone	collision	queen	aversion
drone	oppression	relief	equation	drift
duration	platter	shrine	equator	quaint
brighter	crave	relation	frown	mourned
prove	clean	quaff	flown	throned

## TWO STEMS, THE FIRST HAVING FINAL HOOK

opening	paving	vanish	banish	auctioneer
tuning	punning	evening	finish	missionary
diving	cover	punish	visionary	optional
dining	define	puffing	caterer	notional

## TWO STEMS, THE FIRST HAVING INITIAL AND FINAL HOOK

proving	frowning	clattering	learning	telephone
driving	braving	grafting	warning	planting
planning	training	twining	furnish	quaintness

## TWO STEMS, THE SECOND HAVING FINAL HOOK

renown	education	kitchen	adoration	indicator
obtain	educator	gammon	turn	indication
attention	refine	elector	barter	violation
ambition	repine	election	picture	violent

## TWO STEMS, THE SECOND HAVING INITIAL AND FINAL HOOK

reprove	chaplain	deprive	incline
outgrown	Dublin	enshrine	uncrown
decline	dethrone	engrave	recline

## TWO STEMS, THE FIRST WITH INITIAL HOOK, THE SECOND WITH FINAL HOOK

pertain	obligation	Brighton	protection
Sherman	Vernon	treatment	protector
chairman	character	freeman	collection
German	quicken	application	collector
curtain	Norman	attraction	correction

## WORDS IN WHICH THE HOOK CANNOT BE USED FOR F OR N

edify	avenue	alimony	refute
money	China	Illinois	matrimony
puny	tawny	skinny	Tammany
crony	ninny	finny	nominee

## WORDS FROM WHICH N MAY BE OMITTED

messenger	spendthrift	assignment
endanger	husbandman	adjournment
transgress	attainment	transpire
entertainment	transfer	transmission

## MISCELLANEOUS

rove	allusion	tinder	iron
rough	better	tatter	ironed
rain	suffusion	tattered	ironing
earn	paves	again	irony
even	patience	against	men
sheen	patters	pent	many

## MISCELLANEOUS

yon	loans	penny	mend
sudden	lotions	ponder	mending
sullen	accession	ponders	mender
surf	tuft	ponderous	count
starve	tufts	pondering	counts
addition	tints	pondered	counter
counters	plants	depending	amendment
countermand	planted	tendency	insolently
plunder	planter	attentively	unacquainted
plunders	planters	rebounding	entertaining
plundering	pony	reminder	inclination
plundered	cough	squander	unintentional
play	coffee	squandering	international
splay	Jane	squandered	recession
pray	Jenny	depraving	recessional
spray	win	improving	transgressions
spleen	winnow	stenographic	transpositions
sprain	stone	imperfect	supplants
sprains	stony	rejoinder	merchant
plant	country	permanent	affronting

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The Queen's Museum

(CONCLUDED)

The stranger meeting many instances of the same character, was deeply grieved, and made a resolution to see the Queen. So he wandered toward the palace. He met the Queen, who was just starting on her morning visit to the museum. *When* he made known his wish for an audience, she stopped and *spoke* to him.

"*Have you seen my museum?*" said she. "*Go there before seeing anything else. You have an intelligent expression, and I want to see what impression my fine collection has upon a person of intelligence.*"

"*I come to crave permission to make additions to it,*" said the stranger.

"*My people should have the keenest interest in the museum as it is,*" rejoined the Queen ; "*but I am perfectly willing to add anything to render it of greater value. How soon can you return?*"

"*It will require ten days,*" said the stranger.

The musician filled a linen bag *with* provisions and went out of the gates. About noon he came to a shady mountain. At the entrance to a cave upon the mountain side he saw a hermit to *whom* he told his errand. *When* he had finished, the hermit said :

"*Experience tells me that people are altogether too independent to be interested in anything. On this mountain are fine caves which would all be tenanted if mankind would understand how improving it is to live alone. But I will aid in your quest. I will excuse my pupil, who is fonder of wandering about than of study, and he can join in your search.*"

The pupil's cave was some distance up the mountain side. The stranger *found* him asleep upon the ground. *When* he was awakened and told of the hermit's permission, his eyes brightened.

"*It is splendid,*" said he, "*to be let off on Monday. I have only Wednesdays and Saturdays. I stick closely to the cave, though I have been known to go fishing when there was no holiday. I never saw the old man*



but once. That was *when he first began* my instruction."

He opened his book and laid it on a stone which served as a table, put a fishing line into his pocket, then the two started off. *Before* noon they saw a mountain stream, and the pupil insisted on trying his luck. He ran off for bait, while the musician sat down to rest and dine. He had not finished his meal *before* the pupil returned in a state of great excitement.

"Come with me," he cried. "I have found something wonderful!"

The stranger, anxious to see the wonder, followed along a winding underground passage to a spacious cavern lighted by openings in the roof. It was a robbers' den. On the floor *were* iron boxes, bundles of rich silks, handsome caskets and many other articles of value.

"I don't\* *believe* they *will* be back very soon," said the pupil. "We ought to stop and look at *these things*."

"Run away, foolish boy," said the stranger. "The dangers of this place are unknown to *you*."

They turned to escape, but it was too late. At that moment the *captain* and his band entered, and surrounding *them*, demanded that they surrender.

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\*The contracted form of two words is indicated by placing an apostrophe under the outline : \_d- don't.

# LESSON XXI

## PREFIXES AND SUFFIXES






### PREFIXES

141 About five thousand English words have *com*, *con*, *cum*, or *cog* either as a first or intermediate syllable. As each of them, with the exception of *con*, would require two stems, an abbreviated form is desirable.

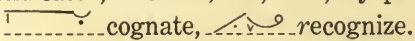
142 The abbreviated prefixes are as follows:


- (1) *Com*, *con*, and *cum* are indicated by proximity; that is, by omitting the syllable and writing the part of the word that follows very near the word or syllable that precedes it.

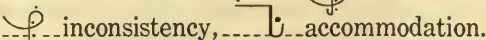
- (2) When they cannot be thus indicated (because of being the first word of a line or coming after a pause of any kind), a dot is written near the beginning of the first stem. The use


of proximity or dot is optional:  contraction,  uncomplaining,  unconscious,  cumbrously,  written contract.



(3) *Cog*, as an initial syllable, is always written in full ; as an intermediate syllable, it may be indicated, like *com*, *con*, *cum*, by proximity :  

 -----cognate, -----recognize.

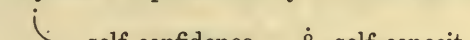
(4) In words beginning with *circum*, the syllable *cum* need not, in most cases, be even indicated, the parts before and after it being joined:  

 -----circumlocution, -----circumnavigation.






(5) *Occasionally* the parts before and after *com*, *con*, and *cum* are joined : -----inconsistent,  

 -----inconsistency, -----accommodation.



(6) The prefixes *magna*, *magne*, *magni* are represented by the stem M. The remainder of the outline is written under and near :  

 -----magnesia, -----magnitude, -----magnify.



(7) *Self* by a small circle, always on the line and usually disjoined from the remainder of the outline: -----self-defense, -----self-evident.

(8) *Un* is prefixed to *self* by the N curl: -----unselfish.

(9) *Self-con* is represented by a circle and dot :  

 -----self-confidence, -----self-conceit.







- (10) *With* by the contraction (DH) for that word joined to the remainder of the word: ---withdraw, ---withstanding.
- (11) *For* by the contraction (F) joined, or disjoined: ---forbid, ---forget, ---forgotten.
- (12) When a contraction, as in the case of *for* and *with*, is used as a prefix or suffix, the position of the outline of which it is a part is that of the word taken *as a whole*, not that of the contraction when standing alone. (Words beginning with *here*, *over*, and *where* are exceptions to this rule.)






















Words beginning with *over* are usually first position, *here* third position, *where* second position: ---overpay, ---hereby,


---herewith, ---whereabouts.



## SUFFIXES



143 The abbreviated suffixes are as follows:



- (1) *Ble*, *bly* are represented by the stem B when Bl cannot conveniently be joined: ---fashionable, ---profitably.
- (2) *Bleness* by Bs disjoined: ---suitableness, ---justifiableness.
- (3) *Fulness* by Fs disjoined: ---artfulness, ---gleefulness.



- (4) *Iveness* by Vs disjoined:  massiveness,  
 secretiveness.
- (5) *Lessness* by Ls disjoined:  guileless-  
 ness,  heedlessness.
- (6) *Ever* by the *v* hook on both straight and curved stems. (*Whatever* and *forever* are always written with the V stem.) The *v* hook on curved stems is large like the *shun* hook:  wherever,  however,  whatever,  forever.
- (7) *Form* by FM joined:  reform,  per-  
 form,  information.
- (8) *Mental*, *Mentality*, by Mnt disjoined. All words ending in *mental* are second position; ending in *mentality*, first position:  in-  
 strumental,  instrumentality,  detri-  
 mental.
- (9) *Ology* by J joined or disjoined. All words ending in *ology* are first position:  the-  
 ology,  archaeology.
- (10) *Self* by a small circle joined, or written in full:  thyself,  itself,  herself.
- (11) *Selves* by a large circle joined:  them-  
 selves,  ourselves.










(12) *Ship* by SH joined or disjoined: ... heirship,











... lordship, ... township.











(13) *Soever* by sV joined: ... howsoever,  
... whosoever.











(14) *Worthy* by the brief *w* and DH joined:  
... praiseworthy, ... noteworthy.











(15) *In* and *on* by the *n* hook: ... therein,  
... thereon.





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









         











         











         

Ble, bly  
 Bleness  
 Fulness  
 Iveness  
 Lessness  
 Ever  
 Form  
 Mental, mentality  
 Ology  
 Self  
 Selves  
 Ship  
 Soever  
 With  
 Worthy  
 In, on

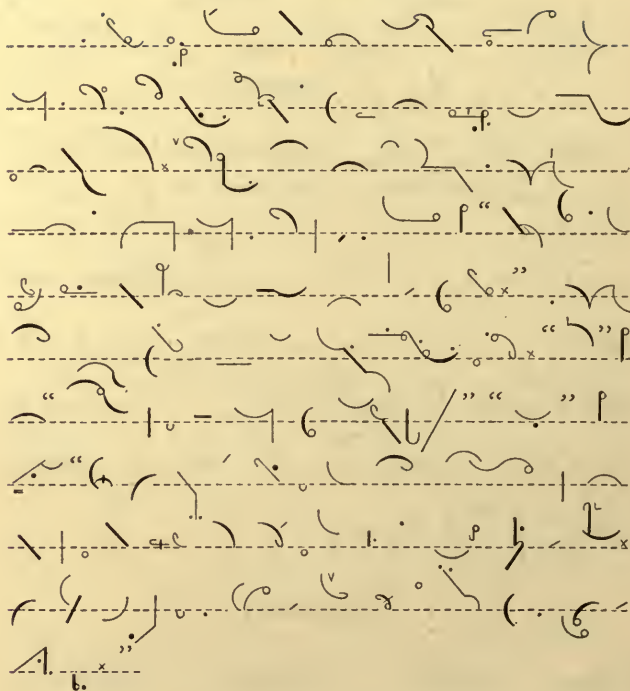
CONTRACTIONS

owe... because... change... practice...  
 owing... form... health... half...

WORD OUT OF POSITION

own...

## The Wolf and the Fox



## LESSON XXII

### WRITING EXERCISE

WORDS IN WHICH CON, COM, OR CUM, IS INDICATED BY A DOT

contrary	complexion	cumbrously
contradict	complaining	cumbersomeness
conjointly	convex	compound
comparison	conference	compassion

WORDS IN WHICH CON, COM, CUM, OR COG, IS INDICATED  
BY PROXIMITY

unconscious	reconstruct	decomposition
unconvinced	recompense	recommend
recognize	discomfort	circumvent
reconsider	discontent	recognizance

PHRASES IN WHICH PREFIXES ARE INDICATED BY PROXIMITY

they contrive	written contract
you commend	always complacent
he considers	strict confidence
strong combination	bitter complaint
never completed	good company
stock company	frank confession

WORDS HAVING OTHER ABBREVIATED PREFIXES

forbear	self-same	withdraw
magnetic	self-conceit	withal
magnetize	self-command	withheld
magnified	self-conscious	selfish
self-evident	self-condemned	unselfish



## WORDS FROM WHICH CUM OR CON MAY BE OMITTED

circumference	circumscribe	circumspection
circumjacent	circumscription	circumspect

## WORDS HAVING ABBREVIATED SUFFIXES

invincible	wastefulness	zoölogy
defensible	needlessness	doxology
unpardonable	recklessness	yourself
unfashionable	groundlessness	ourselves
agreeableness	blamelessness	township
credibleness	performed	whosoever
sociableness	regimental	whatsoever
gracefulness	elemental	within
usefulness	detrimental	insensibly
wakefulness	mythology	copartnership

## MISCELLANEOUS

compoundable	reasonableness	scholarship
commendable	commendableness	painlessness
doubtfulness	constructiveness	gracefulness
hopefulness	self-composed	gracelessness
hopelessness	self-convicted	circumnavigation
combativeness	self-confidence	circumnavigator
competing	self-controlled	inconvenience
computings	companionship	inconvenient
forever contending	conversational	complications
complicated conditions	Congressional	committee
conventional conversation	penmanship	committee
fashionable company*	substantial	condition †

\*Company. In phrases it is sometimes represented by K, thus: insurance company, express company, railroad company.

\*Words ending in *ntial-ly*, are shortened by leaving off the last syllable or syllables.



### An Invitation

*Owing* to the complicated condition of your business affairs, and the faithfulness with which *you* have performed your duties, unconsciously *you* have overworked, and I would recommend a complete rest and *change* for a few weeks. From your *own* frank confession, I believe *you* will not contradict my statement, yet *because* of your unselfish disposition, *you* forbear asking for a vacation. The first of the month I am *going* to attend an educators' convention at Saratoga, and wish *you* would accompany me. If *you* will make a trip to this fashionable health resort, with its many attractions, *you* will forget all business complications, etc.,\* within a few hours. It is self-evident that this is what *you* need. *You* can come to the conference at *any* time; and withdraw whenever *you* wish. After certain committee meetings are *over*, I shall be free, and we will *practice* horsemanship, enjoying some of the magnificent views in and about this noted place. Be sensible and enter into partnership with me for this purpose and for friendship's sake.

---

\*Etc., et cetera, ---; &c., and so forth, ---

## LESSON XXIII

### PHRASING

144 A phrase in phonography is two or more words joined.

145 Though there are certain rules to be learned and followed in regard to phrases, yet a knowledge of correct phrasing must be acquired in a great degree by observation and practice.

146 A beginner is in danger of making long and difficult phrases which can be neither written nor read easily. One help in phrasing correctly is to learn what *not* to do.

147 Words should not be joined: (1) unless they naturally belong together; (2) if there is a pause of any kind between them; (3) if the joining cannot be made easily; (4) if the outline is not clear when finished; (5) if more time is required to join than to write them separately.

#### PHRASES OF THE FIRST CLASS

148 There are two kinds of phrases: (1) joining words without changing their form; (2) writing the consonants of two or more words in their proper order without reference to their form when standing alone. It is with the first and simpler class that this lesson will deal.

POSITION

149 The general rule for position of phrases is to write the first word in its proper position without reference to what follows: -----my own, -----may be,

+-----it may be, -----that may be, -----be sure.

150 A *slight* variation may be made from this rule in the case of first position words, in order to bring the second word in position, and thus render the phrase more legible: -----can be, -----my dear sir.

151 *As* or *has* being the first word of a phrase joined to a stem-word follows the position of that word; but if the phrase has no stem outline, it is written according to the general rule for position. *Is* and *his* are always written according to the general rule:

as great as, as many as, that is, is so, is not.

152 The same rules are observed for writing circles in phrases as for single words (par. 78):

many years ago.

153 Contractions are freely used in phrases.

154 The up-stroke *R* in a *phrase* represents *were*, the down-stroke *are*, though the up-stroke is always used when *are* stands alone: -----are, -----there are.

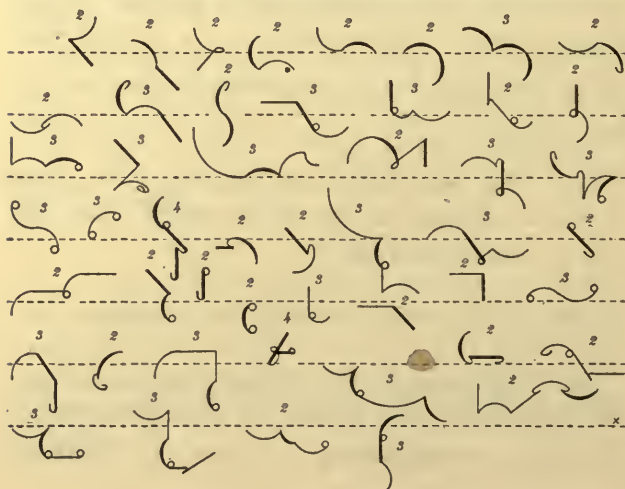
155 *That*, when *following* another word in a phrase, must be written in full, which makes it a half-length: after that, in that, that they.

156 *Time* must be written in full *after* another word in a phrase: about that time, in time.

Exceptions to above rule: at the time, first time, oftentimes.

157 *Mr.* joined to any word does not govern position: Mr. Packard, Mr. Cooper, Mr. Lobeck.

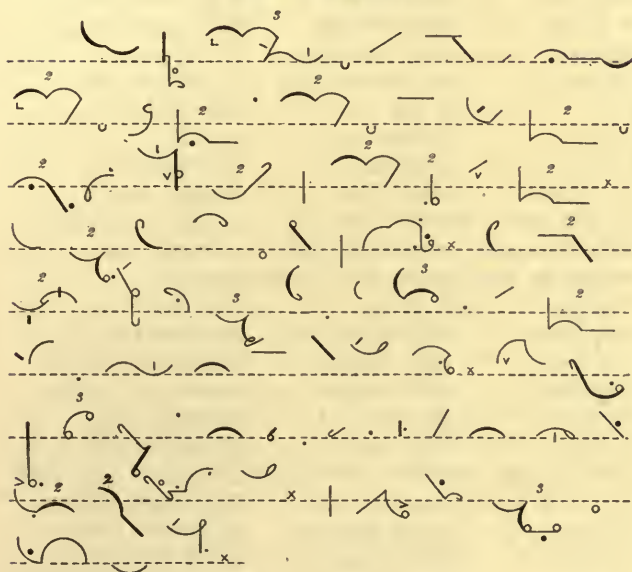
The figures indicate the number of words in the phrase.



CONTRACTIONS

New York	fact	objection
public publish	refer reference	
wealth	practical	qualify
several	subject	system
privilege	represent	year

Money Making



## LESSON XXIV

### WRITING EXERCISE

it may  
may be  
it may be  
so much  
so many  
if such  
if *he*  
*can* be  
*for* me  
*with him*  
*for* my own  
*while he was*  
*though he was*  
*any* one  
that they  
no more  
*any* more  
*there were*  
*will* be  
may be done  
upon this point  
at last  
at least  
in person

every side  
in *any* case  
*any* better  
much better  
after *he was*  
may be written  
in my  
in this  
this case  
after this  
very much  
so much money  
great many cases  
if *he has*  
*with reference*  
*with respect*  
*with regard*  
*should not be*  
*was* taken  
look at this  
*that was* said  
many persons  
*for* my sake  
*for several years*

many *years* ago  
how many *years*  
after many *years*  
*public* service  
*that is*  
it is necessary  
*has* not been  
*as* this  
*as much as*  
there is not  
*as far as* may be  
*as many as*  
dear sir  
dear friend  
my dear friend  
my dear madam  
*yours* very truly  
*yours* in haste  
Mr. President  
just about this time  
how many times  
after that time  
about that time  
civil service reform



## Practical Education

(Words to be joined are enclosed in parentheses.)

*The objection (has been) made to our colleges (that they) are not practical. I do not think (that is) an accurate statement of the objection. What I would say is, (that they) are practical (with reference) to two or three\* pursuits, (but that) the demands of the time require nine-tenths† of our young men in other pursuits; and they are not practical (with reference) to these. If a young man wishes to qualify for one of the (ten thousand) pursuits which are opening on (every side), I could not say (to him) that a college course (would be) his best preparation (for that) life. This has often saddened me. (In this) city (there are) (so many) indolent men, and needy men, and idle men, in every sphere. But (there is not) one healthy man (in this country) who need stand idle and starve, (if he) will only go (on his) feet where the work is to be found. He need not go far. But, while (such is) the fact (with regard) to mere laboring men, while every man who comes to (this country) with no evil passion to gratify, can surely get on—while (such men) are (so much) addition to our wealth—I know (there are) now (one thousand) college graduates who are walking the stony streets of New York, and know not how to earn a living. As a preparation for certain pursuits in life—(it may be) very well; but when I see, as I do see, (so many) men whose education has cost (so much), find themselves totally unable to earn a living, I am moved to protest against a system of education which seems (to me) so narrow and so partial.*

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\*Two or three—Elevating a figure to the right of another indicates *or*, thus: 2<sup>3</sup>

†Fractions are written the same as in longhand.











## LESSON XXV

### PHRASING BY HALVING AND LENGTHENING







158 In phrases of the second class the consonants of two or more words are combined as in a single word, without reference to their form when standing alone.





#### HALVING

159 *To, it, the, and had* are added to full-length stems by *halving*:  ought to,  can it,  between the,  they had.

160 *Its, and it is,* are added by *halving* and the circle:  in its,  by its,  if it is,  that it is.

#### LENGTHENING

161 *Their, there, they are, and other,* are added to curved stems and to straight stems with final hook by *lengthening*:  may their,  though there,  upon their,  when they are,  think they are,  no other.

162 It is sometimes necessary to distinguish between *there* and *other* in phrases, in which case the phrase containing *other* is vocalized:  for their,  for other,  in their,  in other.

163 *Others* is added by *lengthening* and a final circle:— (—with others, —some others, —the others. (

CONTRACTIONS

Great Britain —

San Francisco —

among —

careful —

beyond —

carefully —

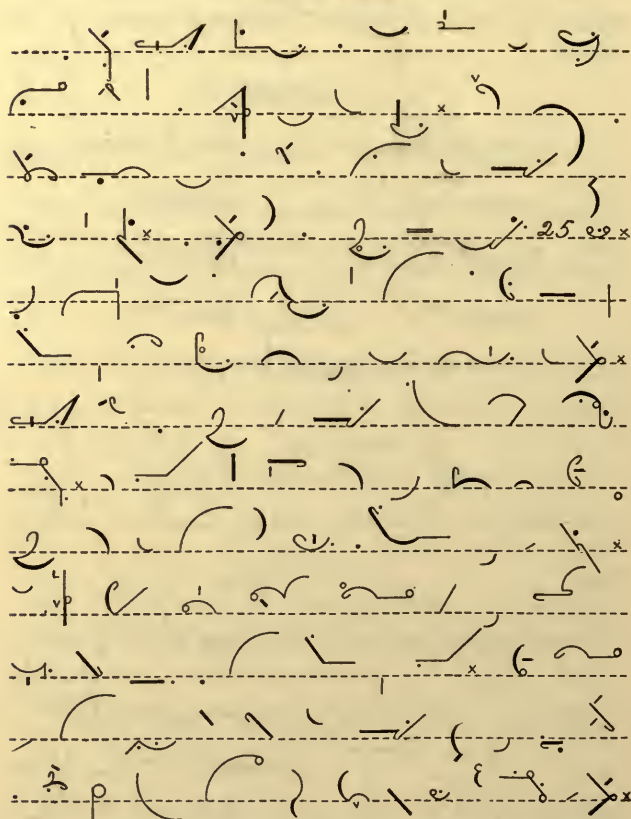
charge /

long —

without {

To — It —  
 The —  
 Had — Its —  
 It is — Their —  
 There —  
 They are — Other —

## Penny Postage\*



\*Omit *t* after *s* in a few words where easier outlines are obtained:

postpone, post-paid, postal, post-office.

## LESSON XXVI

### WRITING EXERCISE

mean to	we had	earning their
of the	you had	should there
to the	he had	remain there
wish to	if he had	been there
ought to be	thought he had	that they are
so to speak	by its	know they are
charge it	from its	although they are
change it	if its	these other
before it	with its	every other
through it	through its	every other day
by the	among its	some other
over the	upon its	among other things
among the	when it is	some other cases
will the	in their	some other respects
above the	on their own	in other words
beside the	making their	any other time
incline the	writing their	think they are
that had	winning their	on the other hand

164 Numerals are written in Arabic characters except one, six and ten : 1 2 3 4 5 6 7 8 9 10

165 It is not safe to represent large numbers by use of ciphers. Too much time would be required in writing, and one cipher short, or one added, would destroy accuracy : 56, 72, 459

## Penny Postage

(Concluded)

The shilling (which the) postman demanded was, (in *fact*,) a week's wages to a girl in her condition fifty (*years* ago.) It cost more then to *send* a letter from one end of *London* to (the other,) or from *New York* to *Harlem*, than it *now* does to *send* a letter from *Egypt* to *San Francisco*. The man who *changed* all this, Sir *Rowland Hill*, died in 1879, (at the) age of eighty-three. His attention was *first* called (to the) postal *system* (by the) high price of postage. He *found* (that the) actual cost of *sending* a letter from *London* to *Edinburgh* was one-eighteenth of a cent. This *fact* led him (to the) admirable idea (of the) *uniform* rate of one penny for all distances. (At that time) a letter from *London* to *Edinburgh* was *charged* about twenty-eight cents; but (if it) contained the smallest inclosure, the postage was doubled. The consequences of this (postal *reform*)\* (have been) marvelous. The *year before* the *new* plan was adopted in *Great Britain*, one hundred and six millions of letters and papers were sent (through the) post-office. *Year before* last one thousand four hundred and seventy-eight millions were sent; (in other words,) the average (for each) inhabitant has increased from three (*per annum*) to thirty-two.





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


\*Words ordinarily ending in downward L may be written with




the upward L in phrasing:  postal reform,  postal card.

## LESSON XXVII




### PHRASING BY CIRCLES AND LOOPS




166 *As, has, is, his,* are added to a circle-word by changing the small circle to a large circle:  as has,  has his,  is his,  his is.




167 A circle-word is prefixed to a word beginning with a circle, or added to a word ending with a circle, by enlarging the circle:  has said,  it is his,  this is.

168 *To, it, and the* are added to a circle by changing the circle to a small loop:  it is to,  how is it,  what is the.



(In regard to *the* this is an arbitrary rule, as *the* has no *t* sound.)




169 *There, their, and they are* are added to a circle-word by changing the circle to a large loop:  it is their,  is there,  as they are.




170 *Store* is sometimes added by the *ster* loop:  book store,  clothing store,  shoe store.

171 To the loops, small and large, small circles are added for any circle-word:  as it is,  is it as,  as there has.





172 *Stairs* may be added by loop and final circle:

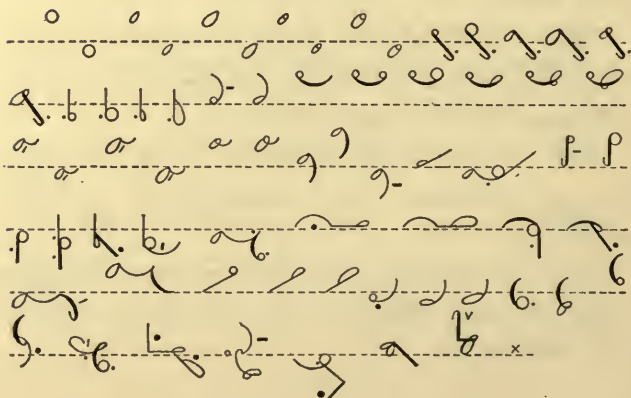
 upstairs,  downstairs.

173 The phrases composed of loops or of loops and small circles are *prefixed* in their *detached form* to stem-words when more convenient than joining in the ordinary way:  as it has been,  has there not,  as there has been.

174 *Us* may be added finally by a small circle, but as sometimes when written thus after a verb it will conflict with another word, it should be used with caution. The stem sign should be employed in all doubtful cases:  let us,  from us,  with us.

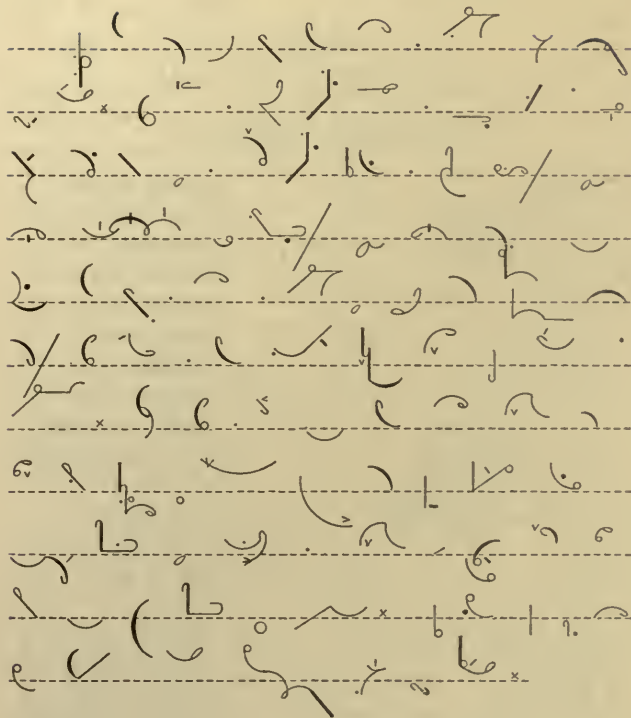
#### CONTRACTIONS

December  opportunity  truth   
heaven 





# Have Young Men Honor?



## LESSON XXVIII

### WRITING EXERCISE

as well as  
as well as there  
has there not been  
as to that  
as such  
is it possible  
as early as it is  
as far as the  
as far as there is  
as there is nothing  
as there has not been  
as it has not been done  
it is true  
unless it  
unless it is  
unless there  
unless there is  
as much as  
as much as it  
as much as it is  
as much as his  
as much as his is  
as fast as  
so as to  
sometimes it is

always there  
as good as  
as soon as  
because his  
because his is  
because it  
because it is  
because there is  
as there can be  
as there shall be  
he is there  
as it ought  
as to what  
has to be  
is to be  
what is the  
this has been done  
is it payable  
is there anything  
is there any other  
how is there  
why is there  
that it is necessary  
since they are  
since there is

New York, December 23, 19\_\_\_\_

W.\* M. IVINS, ESQ.

243 Broad Street, Philadelphia, Pa.

(My dear Sir :)—(It is as) plain (as the) sun (in the) *heavens* that no conclusion (can be) reached (with *reference*) (to the) matter talked of (*last week*,) (unless there is) a personal consultation. (One of the) most futile *things* in life (is to) make men fill places (for which) they possess no aptitude. The person whose name (need not be) mentioned *here* (is his) *own* worst enemy. (*Because* it is) of deep concern to *you* (that he) should do well, I put him (into the) retail department, hoping he might improve there. (It is the) old story of fervent promises followed by no fulfillment. (*Because* there is) no integrity (in his) character do not expect him (to make) better use (of the) *opportunities* offered him than (he has done) (in the past.) (He has) repeatedly absented himself from business, and (when he is there), (as soon as) (he is) left alone (in the) office (it is his) custom to idle away his time. (As *long* as) (he is) (in this city) (it is true) (that he is) not improving (in his) habits. (As has been) often said (by his) best friends, (he is) sure of failure *here* and should try (some other) field. (Is there not) some smaller city where he could *begin* business life *anew* with some chance of success? (As to what) disposition (to make) (of the) place (he is) filling, that (is to be) decided (when he has) vacated it. (As far as the) salary is concerned, (it is the) least consideration. (In *any* case,) *you* (will

---

\*Always write initials in longhand.

be) saved from loss (as far as *possible*.) (As there is) no *longer* a hope of better *things here*, I (shall be glad) to consult *you* (as soon as *possible*) (with *reference*) (to the) future. (When is it) convenient for *you* (to call?)

(*Yours sincerely*)

[Student's name]





P. S. (He has) just come in—at ten o'clock. (This is the) first day (he has been) (at his) post this week. (Is it necessary) (to meet) him (when the) final interview (takes place) with (any other) *accusation\** than this? Let me see *you* (as early as the) *first* of *next* week (if it is *possible*.)

\*For distinction, the following words are written in different positions : —<sup>e</sup>—causation, —<sup>e</sup>—accession, —<sup>e</sup>—accusation.





## LESSON XXIX

### PHRASING BY INITIAL HOOKS





175 *All* and *will* are added by the *l* hook:




 for all,  at all,  they will,  it will.

176 *Are*, *or*, and *our* are added by the *r* hook:




 what are,  when are,  at or,  for our.

177 *We* is added to straight stems by the *w* hook:









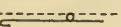
 can we,  were we,  ought we,  do we.

178 *You* and *your* are added to straight stems by the *y* hook, a large hook on the *r* side used only in phrases (par. 98):  could you,  what do you say,  at your house.

179 It is important that the *y* hook for *you* and *your* always be made so large that it will not conflict with the use of the *r* hook for *our*. On T or D in third position (as *did you*) the hook should rest on the line:

 at your place,  at our place,  did you.

#### CONTRACTIONS

probable }  during  doctor  surprise   
probably }  
recollect  part  quality  equality   
characteristic 

All  
Will  
Are  
Or  
Our  
We  
You-r

Handwriting practice sheet for cursive letters 'f' and 'g'. The page is divided into three horizontal sections, each containing a row of dashed lines for tracing and a row of solid lines for independent practice. The first section focuses on the letter 'f', the second on 'g', and the third on a combination of both. Each letter is shown in its cursive form, with a small 'x' marking the starting point and a dot indicating the end of the stroke. The date '9/10' is written in the center of the page.

Dr. Samuel Smiles

## LESSON XXX

### WRITING EXERCISE

for all  
at all  
for all the  
for all their  
with all that  
in all that time  
in all other cases  
she will  
she will be  
it will  
it will be  
it will be seen  
when will  
we will be  
where are  
what are  
on or about that time  
on our part  
in our time  
at our house  
all our  
that will  
to all  
but we

on our account  
are we  
had we  
did we  
had we been  
could we believe  
why do you  
how did you  
had you been  
had you been there  
can you state  
at your place  
do you recollect  
what do you say  
do you think there is  
where do you  
where do you reside  
which you believe  
who are  
who will  
we are ready  
do you know  
do you believe  
ought we



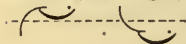
Amsterdam, Holland

December 29, 19\_\_

(My Dear Friend :)

(By all means) go to Paris, and (we will) meet *you* there, for (of all the) cities of Europe, Paris (is the) queen ; (*among* all) *people*, the Parisians (are the) most charming, and (*among* all the) nationalities, France (is the) most unique. (It will) please *you* to study her (in all the) *characteristics* she presents. (We will be) (at the) Continental (on or before) the *first* of August. (When will) *you* *probably* arrive? (Why do you) linger\* (so *long*) in England? (Where do you) go from *London*? (Could we) join *you* there, or (ought we) (to go) directly to *Berlin*? (Which will be) the better? Call (upon the) American Consul and (he will) be glad to serve *you*. (It will be) well (*among* all the) rest to cultivate him. (Do you) find the weather agreeable, and (can you) live (in the) open air (as much as) *you* desired? Where (are the) Johnsons (par.91) and (what are) their plans (for the) summer? I hope (they will) reach *Lucerne* (by the) *first* of June. I *send you* our itinerary, (by which) (it will be seen) that we (shall be) there (on or about that time.) Please notify them. (It will be) observed that (we are) due at *Berlin* (on the) 15th. Why will not *you* meet us there, (by the) way? If Mary can come, (she will) find it very pleasant (at our house) as we *found* it (at your place) (*in New York.*) (Where do you live) *during* your stay

\*In *linger*, *finger*, and similar words the *g* may be omitted :







in *London*, and (where do you say) the greatest comfort (can be) had (for our) *little* company? (Can we) get good rooms (at your) *hotel*? (Did you) find the great organ a *surprise*, or (had you) heard it *before*? (With all) your other cares (ought you) to spend your time (on the) German *language*? (Is it) (what you want) for a holiday recreation, or (what your) *doctor* would advise (at your) age and in your condition of *health*? We tried it for a time, (but we) gave it up and (were the) gainers. (On our) arrival at *Liverpool* we *found* that (in our) haste (we had) left our passports at home; (but we) have no need of them (at all), nor do I *think* (they will) be needed (in all) our travel. The Hortons are in *Amsterdam*. (Can your) imagination grasp the idea? (Of all the) unlikely events, this was the most unlikely, and (of all their) many plans, (this is the) wisest. (Had we) known it (in time,) we might have fixed them (at our) *hotel*, and (were we) to remain (through the) week, we might do it *yet*. (They are) very comfortable, however, quite (as much) so as (we are,) (which your) good sense will tell *you* is sufficient.





(Yours very truly)





[Student's name]









## LESSON XXXI





### PHRASING BY FINAL HOOKS AND CURLS




180 *Of* and *have* are added by the *f* hook to both straight and curved stems, though it is used on curved stems in only a few cases. On curved stems, it is a large hook like *shun*:  part of,  could have,  may have,  we have.




181 *Of the* and *have the* are added to straight stems by the *f* hook and *halving*:  part of the,  could have the,  out of the,  what have the.



182 *Of their*, *have their*, and *after* are added to straight stems by the *f* hook and *lengthening*:  part of their,  could have their,  day after,  hereafter.





183 *And*, *an*, *own*, *than*, and sometimes *one* are added by the *n* hook to straight and curved stems:  he and,  at an,  their own,  other than,  every one,  half an hour,  over and above,  some one.

184 It is safer to write *been* with a stem and hook, so that it will not conflict with *an*:  had been,  had an,  have been,  have an.

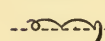
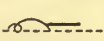
185 *Not* is added by the *n* hook and *halving*:  did not,  should not,  will not.



186 *Another* is added by the *n* hook and *lengthening*:  by another,  if another,  in another.

187 The *shun* hook is used in phrasing only for the word *ocean*:  Atlantic ocean,  Pacific ocean.




188 *There, their, they are, and other* are added to *straight* stems by the *ter* hook:  are there,  by their,  each other,  which they are.



## N CURL



189 *In* before *some* is represented by the *N curl*:  in some measure,  in some degree.



190 *Than* may be added by the *N curl* after a word ending with a circle or a loop:  faster than,  less than.

## COMPOUND HOOKS


191 A small hook within a *ter* hook represents *than*, *been*, or *own*:  *rather than*,  *had there been*,  *by their own*.


192 A small hook within a *v* hook on curved stems represents *been*:  *may have been*,  *shall have been*.


193 *Once* may be added by the *w* hook and a final circle on the *n* side of the stem:  *at once*,  *but once*.


194 *Was* may be added by the *w* hook and a final circle:  *it was*,  *where was*.

## CONTRACTIONS


already 


help 


capable 


history 

circumstance 


object 

circumstantial 


object' 

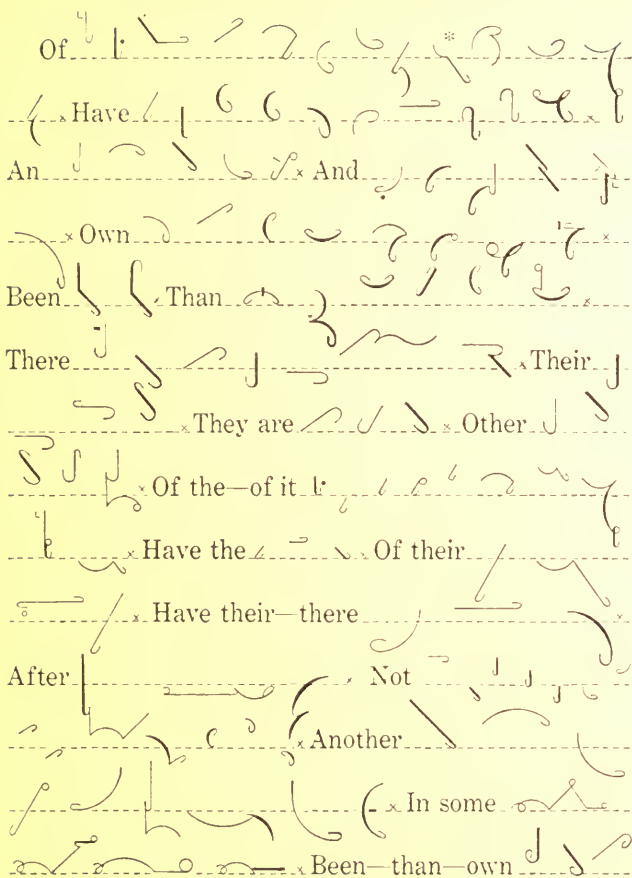
degree 

remembrance 

popular }  
popularity } 

## WORD OUT OF POSITION

held 



\*When phrased with *for*, *purpose* is represented by P:— for the purpose, — for the purpose of the.





## LESSON XXXII

### WRITING EXERCISE

lack of  
each of  
side of  
inside of  
outside of  
capable of  
all of  
think of  
know of  
state of the case  
out of business  
on the subject of  
in the city of New York  
may have  
you have  
but have  
what have  
which have  
could have  
shall have  
should have  
did you have  
as long as you have  
for an  
if an  
from an

on an  
her own  
their own  
from our own  
had been  
having been  
longer than  
slower than  
larger than  
any more than  
where there  
where there has been.  
where they are  
can their  
between their  
but they are  
each other  
that there has been  
we will be there  
had you been there  
here and there  
had you gone there  
can there be  
did you remain there  
in all other cases  
much of the

for the sake of the  
 may have their  
 did have their  
 day after day  
 week after week  
 Saturday afternoon  
 they did not  
 may not  
 it may not be  
 may not have been  
 could not  
 you are not  
 at another  
 still another  
 should another  
 at another date  
 in another way  
 that have been  
 much better than  
 at all their own  
 should never have been

it may have been  
 they may have been  
 that there may have been  
 greater than  
 part of the  
 on the part of the  
 on the part of their  
 alongside of their  
 out of the  
 out of their  
 state of the  
 state of their  
 in some respects  
 take care of the  
 take care of their  
 any more than their  
 out of their own  
 out of town  
 the other side of the case  
 did you have anything to  
 say

### Fallacies About the Sea

Every man (ought to) (cross the) ocean (at least) once (for the sake of) finding (how many) *lies* (have been) told (about it.) Men (may have been) (in the habit) of telling the *truth* (on the) land, (but an) ocean breeze (makes them) (*capable* of the) biggest stories. They see billows (as high) (as the) Alps and whales (as *long* as) a church. (We have been) (able to) find some *things* (that have been) *reported* (but not) all. (We have) heard that seasickness makes one desire to jump

overboard.\* (One day) (on our) ship (*among* the) hundred seasick passengers (there was) (not one) looking (at the) sea (as though) he (would like) (to get) (into it.) (We have been) told (that the) sails of ships whiten every sea; (but we have) *found* (that the cry) of "Ship—ho!" (is so) rare that it brings (all the) passengers (to their) feet. (We have been) told (of the) sense of desolation when (out of) (sight of) *land*, but in a *popular* steamer such a feeling is *impossible*. (We leave)† a *world* behind; (but we) take a *world* (with us.) Our desire to know how far (we are) (from the) shore is (no greater than) to know how far the shore is (from us). Men (by the) third day on shipboard turn inside out. I *refer* (to their) characters, not (to their) stomachs. Their generosity (or their) selfishness, their courage (or their) cowardice are patent. What (variety of) mission! Since getting (on board) some of them have *lost* (all their) money. (Two or three) have won *everything* and (the others) have *lost*. The sailors (have been) a constant entertainment. (They are) *always* interesting. (Each of them) has a *history*. Sometimes his life (has been) a tragedy, sometimes a comedy. (In his) *laugh* (is the) freedom (of the) sea and the wildness (of the) wind. We *can* hardly keep from laying hold with these sailor boys (as they) bend (to their) work (singing their) strange song, of (which we) catch (*here* and there) a stanza. *Heaven* (give them) a steady foot while running (up the) slippery ratlines to reef the topsail!

---

\*Most words beginning with *over* are written in first position without regard to accent.

†*Leave* must be vocalized to distinguish it from *live*.

## LESSON XXXIII

### PHRASING BY TICKS, BRIEF SIGNS, AND FOURTH POSITION

195 A tick is a straight stroke one-fourth the length of the stem T; a brief sign is half of a small circle.

#### TICKS

I. /      who } ---      a } \ or /  
         whom } - - -      an }  
                                         and }  
of. \      he. \      the | or -





#### BRIEF SIGNS





we } c or >      you } u or ^  
would }  
way }




196 The ticks for *I* and *of* must always be in the direction of CH or *R*. These ticks do not govern position. They are joined initially, finally, or between words:









--- I hope, --- I am, --- I know, --- if I may,  
--- of course, --- of that, --- of us, --- many of.







197 The tick for *I* is written upward before K and G, and downward before M and H: --- I can, --- I could, --- I am, --- I am not, --- I cannot.

198 The tick for *I* takes the *v* hook for *have*, the *l* hook for *will* and the *n* hook for *not*—always being written downward for *I have* and upward for *I will*. The tick for *of* takes the *l* hook for *all*:  I have,  I will,  I will not,  of all.





199 The tick for *who* or *whom*, in the direction of CH, is the only shaded tick, and is, of course, always written downward. It governs position:  who are,  who said,  who was,  who will not.







200 The tick for *he* is used initially only before K, G, or M. It does not govern position:  he goes,  he may,  he could.





201 The tick for *a*, *an*, and *and* is written upward or downward, in the direction of P, CH, or R. It is joined initially, finally, or between words. When joined initially it is written in the direction of P only. When joined to a circle, the circle governs position:  under a,  for a moment,  a letter,  and they,  and as,  and is,  and as I,  and is a.









202 The tick is seldom used for *an* when the *n* hook can be used:  from an,  from a,  on an,  on a,  with an,  with a.






203 The tick for *the* is never used alone nor initially. It is used when *the* cannot be represented in a phrase by any of the previous rules; namely, by halving or by changing a circle to a loop; that is, after a double-length, half-length, loop, or stem that does not

make an angle with the preceding stem:  under the,  made the,  against the,  like the.

204 In writing words beginning with the *con* dot, or ending with the *ing* dot, *I*, *of*, *a*, *an*, *and*, or *the* may be prefixed or added by writing the tick in place of the dot:  I condemn,  of committee,  putting a,  putting the,  the condition,  and company.









205 All ticks, initial or final, should be written so as not to conflict with hooks. There should be a well defined angle, thus:  not  that I was,  not  I would.






206 When the outline would be equally clear if the tick were written either up or down, the preference is the up-stroke. Avoid the backward hand movement as much as possible:  not  I hope,  not  I wish,  not  of his,  not  of course.

207 When standing alone and in phrases composed of ticks, circles, and briefs, *I* and *of* ticks are written upward; when joined to a circle, the circle governs position:  as I,  and I,  and as I,  of his,  of yours.






208 The right or the left half of a small circle (according to convenience of joining) is used for *we* and *would* initially, finally, and between stems, and for *way*












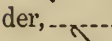

finally:  we can,  we did not,  we wish,  
 that we,  it would be,  the other way,  
 another way. 

209 The upper or the lower half of a small circle is used for *you* or *your* initially, finally, and between stems:  you may,  you say you can,  you shall,  if you were there,  when you.

210 The brief signs do not govern position.

211 Ticks and brief signs are combined with each other and with circles and loops:  of your,  who would be,  and as they are,  and your. 

212 *Did*, when it is the *first* word in a phrase, or when *preceded* by a brief, should be written in the contracted form, but when it follows a stem-word it must be written in full, to distinguish it from *do*:  
 we did,  where do you live,   
 where did you live,  they do,  they did.

213 Any word in which the first upright or inclined stem is full-length or double-length may be written entirely below the line to signify that it is preceded by *to* or *too*. This is called the fourth position:  
 to be,  to do,  too cheap,  to render,  
 to promote. 

214 In expressions such as, "from day to day," "from time to time," etc., write the outlines of the



repeated word close together, or join them, omitting  
*from* and *to*:...||...from day to day,-----from time  
 to time,---from year to year.

I-----  
 Of-----  
 He-----\*

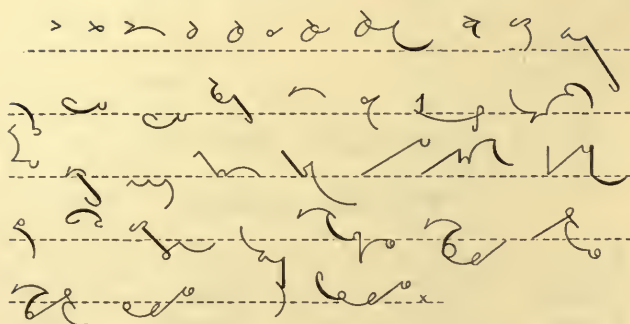
Who, whom-----  
 A, an, and-----  
 The-----

Ing the	}	-----	}	Of con—com
“ a				and con—com
“ an				the con—com
“ and				

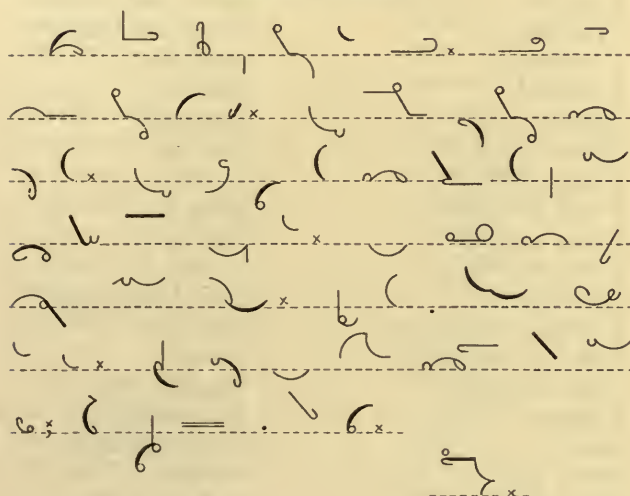
We, would, way-----  
 You, your-----

To, too-----

\*See page 160.



### Make Occasion



## LESSON XXXIV

### WRITING EXERCISE

I say	on a
I object	with a
I wish	upon an
I said so	before an
I hope	more than a
I propose	father and mother
I purpose	hither and thither
I confess	made the
I contend	hide the
I know	meet the
I know there is	hate the
I may as well	like the
I may have been	after the
I may mention	bidding the
I thought that	putting a
I understand	since I have been
I think you have been	we think
I do not understand	we saw
I did not think	we shall be
I remain	shall we be
may I	we should have
may I not	we shall
that I was	shall we say
if I may not	I have no intention

I have no idea  
on your own account  
out of your own  
I hope you may  
as a matter of course  
he memorized  
he moves  
he carried  
he comes  
we wish  
if we  
if we take  
we do  
we fear  
should we  
they would  
she would  
she would be  
that we think  
we would  
it would be  
any way  
in their way  
this way  
her way  
in a way  
you might  
you might not  
you should say  
you cannot  
you could tell  
you did not know  
you recall

you find  
you mean to say  
your intention  
you say you can  
you say you must  
you see there is  
of them  
of yours  
of us  
of mine  
of many  
of such  
of course  
of a  
sort of  
court of  
spoken of  
many of  
weight of evidence  
who will  
against the  
to save  
to receive  
too deep  
and a  
and I  
and the  
and as I  
and as a  
and is a  
and I have  
and I will  
and I will not be

and I have not	because I have
I am yours respectfully	I think I have been
I am very respectfully yours	I spoke of the
I sent for you	I think there was a
I sent for your letter	I would have been there

### Value of Persistence

(I feel) (as if) it (were not) (for me) (to record) how hard I worked (at that) tremendous shorthand. (I will) only add (to what) (I have) *already* written (of my) perseverance (at this time) (of my) life and (of a) patient (and continuous) energy which then *began* (to be) matured within me (and which) (I know) (to be) the strong (*part of*) my character, (if it) have *any* strength (at all,) (that there,) on looking back, (I find) the source (of my) success. (I have been) fortunate in *worldly* matters; but (I *never*) (could have) done what (I have done) (*without* the) habit of punctuality, order and diligence—(*without* the) determination to concentrate *myself* (on one) *object* (at a) time which I then *formed*. The man who reviews his life as (I do) mine, in going on *here* (from page to page) had need (to have been) a good man indeed if (he would be) spared the sharp consciousness (of many) *opportunities* wasted, many perverted feelings constantly at war (within his) breast and defeating him. (I do not) hold one natural gift, (I dare say,) that (I have not) abused.

Whatever (I have) tried (to do) in life (I have) tried (to do) well; whatever (I have) devoted *myself* to, (I have) devoted *myself* to completely; in great aims and small (I have)(*always been*) thoroughly in earnest. (I have *never*) *believed* it *possible* that any natural or improved ability can claim immunity (from the) compan-

ionship (of the)\* steady, plain, hard-working *qualities*, and hope to gain its end. (There is no such) *thing* (as such) fulfillment (on this) earth. Some happy talent, some fortunate *opportunity* may *form* the two sides (of the) ladder (on which) some men mount, but the rounds (of that) ladder (must be) made of stuff to stand (wear and tear); and (there is no) substitute for thorough-going, ardent and sincere earnestness. *Never* to put one hand to *anything* (on which) (I could) throw my whole self, and *never* (to affect) depreciation (of my) work, whatever (it was,) (I find) *now* (to have been) my golden rules.—DICKENS

### What an Educated Man Ought to Know

(An educated) man (ought to) know three *things*. *First*, where (he is)—(that is to say,) what (sort of a) *world* (he has) got into ; how *large* (it is ;) what kind of creatures live (in it) and how ; (what it is) made of and (what may be) made (of it.) *Secondly*, where (he is) going—(that is to say,) what chances or reports (there are) of *any world* besides this ; what seems (to be) the nature (of that other) *world*. *Thirdly*, what (he had) best do (under the) *circumstances*—(that is to say,) what kind of faculties he possesses ; (what are the) present state and wants of mankind ; (what is his) place (in society ;) (what are the) readiest means (in his) power of obtaining happiness and diffusing it. The man who knows these *things* and (has his) will so subdued (in the) learning (of them) (that he is) ready (to do) (what he) knows he ought, (is an) educated man ; (and the) man who knows them not is uneducated, though he could talk (all the) tongues of Babel.  
—RUSKIN

\**Of the* is written with the halving principle to avoid conflicting with *of a*.

## LESSON XXXV

### WORD SIGNS AND CONTRACTIONS

215 The next work to be done is to learn the contractions and words out of position. Many of them have been given in connection with the previous lessons.





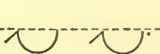
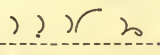
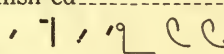








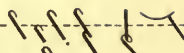









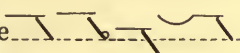

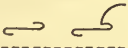

216 With this lesson, is given the complete list and a reading exercise which contains all of them.

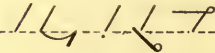



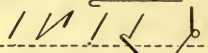



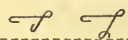

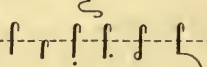
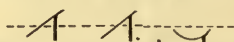


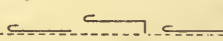


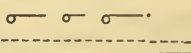


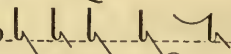
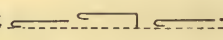
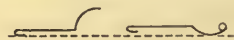

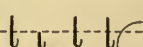
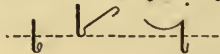

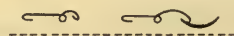
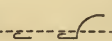
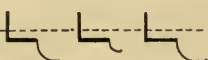
217 After studying the list to some extent, "An Inconsequent History" should be read, and written again and again, until it can be read and written without hesitation and without errors.


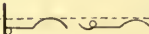
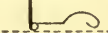
























































### WORD SIGNS AND CONTRACTIONS







According - to	-----	already	-----
accordingly	-----	altogether	-----
acknowledge	-----	among	-----
administratrix	-----	an, and	-----
advantage	-----	angel	-----
advertise	-----	antagonistic	-----
almost	-----	archangel	-----







archbishop architect-ure architectural aristocracy-tic artificial as <sup>o</sup> astonish-ed awe **Bankrupt** bankruptcy baptism baptist because become before began begin begun belief-ve belong beneficial benignant between beyond bishopric brethren brother but Cabinet can capable captain careful catholic celestial-ly certificate 



change  county December characteristic defendant charge  degree children delinquency Christian delinquent circumstance deliver circumstantial citizen democracy-tic collect  democrat come describe contingency descriptive controversy develop correct  did differ-ence-ent could cross-examine difficult-y dignify 


dignity discriminate   
distinct   
distinguish Dr. (doctor) doctrine dollar domestic during dwell **Effect** electric electrical-ly electricity endeavor equality especial-ly establish evangelical ever executrix experience extraordinary **Fact** familiar familiarity February financial-ly first for form 

frequent    health-y   

from    

Gave 


hear  

general-ly 


heaven   




generation    


  



gentleman 

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gentlemen 





give-n 


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



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



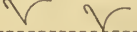
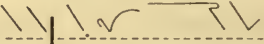
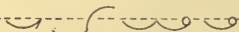
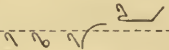
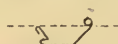




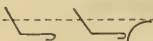


hath 

inartificial-ly 

have  

indignity 

indispensable-y	large
infer	legislature
influence	length-y
	long (adj.)
inscribe	Malignant
insurance	
intelligence	manufactory
intelligent	manufacture
interrogatory	
is	manufacturer
January	Massachusetts
jr. (junior)	member
jurisprudence	memoranda
Kingdom	memorandum
knew	mental
knowledge	misdemeanor
Language	mistake
languish	

Mr. (mister) Mrs. mistook mortgage mortgagee movement Neglect  of  opinion negligence opportunity negligent owe never Parliament nevertheless part new particular New York next peculiar notwithstanding peculiarity November pecuniary now people 

performance

privilege

perpendicular

probability

perpendicularity

probable-y

phonographer

proportion

phonographic

public-sh

phonography

Qualify

plaintiff

quality

plenipotentiary

quarter

popular-ity

question

possible-y

Recollect

practicable-y

recollection

practical-ly

recoverable

practice

refer-ence

preliminary

regular

prerogative

preservation

principal-le



regularity

Roman Catholic

religion

San Francisco

remark

satisfaction

remember

satisfactory

remembrance

represent

savings-bank

Savior

representation

September

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repugnant

should

signify

respectful-ly

responsibility

similar

responsible-y

similarity

resurrection







































































































































































































singular

Rev. (reverend)

somewhat

revolutionary

southern

<p> speak      </p>	<p>that </p>
<p> special-ly      </p>	<p>the </p>
<p> specification            </p>	<p>them  </p>
<p> spoke     </p>	<p>these </p>
<p> subject      </p>	<p> thing      </p>
<p> subjection           </p>	
<p> subjective           </p>	<p> think      </p>
<p> suggestion           </p>	<p> time     </p>
<p> superficial-ly           </p>	<p> together         </p>
<p> superintend-ent            </p>	<p> transubstantiation      </p>
<p> surprise         </p>	<p> truth       </p>
<p> swear      </p>	
<p> swift      </p>	<p> Understood         </p>
<p> swore      </p>	<p> United States         </p>
<p> sympathy        </p>	<p> universe      </p>
<p> system       </p>	<p> usual-ly       </p>
<p> Thank-ed        </p>	<p> Was    </p>
<p> wealth-y        </p>	

well...	without...
were...	world...
what...	worth...
when...	worthy...
where...	would...
	Year...
	yet...
	you...
which...	young...
who-m...	your...
will...	youth...
with...	

## WORDS WRITTEN OUT OF POSITION

## CONTRACTIONS














advantage...	for...	truth...	where...
altogether...	him...	were...	which...
gentleman...	of...	what...	



























































































































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## An Inconsequent History

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## LESSON XXXVI

### WRITING EXERCISE

#### KEY TO "AN INCONSEQUENT HISTORY"

An intelligent young *man* having become antagonistic because *a* citizen would cross-examine him, together with his domestic, as *to* religion, spoke *to* an archbishop who was familiar with his history, and *asked* him *to take* charge of the controversy. The Roman Catholic gentleman was astonished *at* the suggestion, but thanked the youth for the opportunity *it* gave him *to* develop his doctrine, and help his generation. His brethren, nevertheless, were of the opinion that he should discriminate somewhat as *to* quality and gave him the privilege *to* acknowledge his responsibility and establish his belief. Another circumstance should *be* understood as possibly distinguishing between prerogative and principle ; the youth mistook the movement for *a* financial performance, and began *to* practice his malignant familiarity, which was *a* new thing *in* the experience of the evangelical brother, who swore somewhat, but yet did *not* go beyond the dignity of his catholic, Christian endeavor.

*This, it* is well for you *to* remember, was *in* New York before the first of January, when the Doctor was *preaching* transubstantiation, *a* truth *not* generally held, and the Governor of Massachusetts, *a* plenipoten-

tiary from San Francisco, *a* member of Parliament from Great Britain, and other representative people were particular as *to* the perpendicularity of his belief. An angel from heaven could have had *no* difficulty *to* establish intelligence *on* the subject of insurance ; and *even* the archangels, who dwell *on* the resurrection, have found that knowledge altogether without importance *in* the peculiar contingency. The fact is, a Southern gentleman, *a* superintendent, *to* whom the question was given, began *to make* memoranda with reference *to* jurisprudence *in* the celestial world; and *to* inscribe *in* phonographic characteristics his own recollections and observations, and *to* speak of the objections and advantages of *a* republic. A swift phonographer with *a* memorandum-book had part *in* the controversy, and several other capable gentlemen, among them a manufacturer, who was *a* captain and *a* Democrat, began *to* remark *on* the effects of an aristocracy. The County Democracy, who *are* responsible for *much* neglect and misdemeanor, and who during February, September, November, and December of *each* year manufacture revolutionary language for the Legislature, gave *a* satisfactory description of the difference between the plaintiff and defendant ; and the Rev. Mr. Brown, ever *ready* to deliver his opinion, *or* *to* change *it* *on* any subject for *a* dollar, *said*, notwithstanding his surprise *at* the indignity *shown* him, he would never *again* have sympathy for *a* system without *a* pecuniary object. Mrs. Patterson\* was coming from the savings-

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\*See page 158.

bank with the *money to pay* the mortgage when *she met* the mortgagee.

I remember *a* time, now *past*, when preliminary bankruptcy was healthy, and would influence people *to* swear ; but do *not* infer from *this* that any bankrupt would think *it* practicable *to* do so. According to *our* distinct remembrance the architectural bishopric was circumstantial and artificial, and *no* certificate of baptism could dignify the mistake, *or* qualify the probability *to* the satisfaction of the junior member. The peculiarity of the half length *in* phonography is singular, but practical, and *its* preservation, because indispensable, will probably *continue* as usual, notwithstanding the number of perpendicular *strokes out of* proportion. These do *not* signify where similar *strokes* come together *in a* regular way. Regularity is what *we* owe to system. Wealth *lies in* that quarter, and worth. Your benignant people belong *to this class*, and *to* them *we* shall send *a* savior. Superficially, truth hath her *home* here, and has had, oh, so long ! The immediate kingdom, *though* large, is *no mere* manufactory, as I recollect *it*. *It is also* recoverable *in a* degree *by* the public and never overcrowded. Next *to being under* subjection *to* an executrix, *or* an administratrix, *it is* repugnant *to* have *a* representation *in* the Cabinet, especially *if one* can govern himself, *or* advertise what is already begun, *or* almost *to* begin. As *this* is altogether beneficial I *need not* describe *it*, *nor mention it* for children *to* hear with awe ; but *simply* collect the facts, and correct the *errors*, and *thus* halve the difficulties inartificially and *in due* form. *To this*

regularity *no one* could specially object ; because the frequent and peculiar *evidences* of popularity *attending* a similarity of movement everybody\* knew.




I myself *a* worthy but delinquent baptist *note* that, financially speaking, the general *condition* of the Democratic *party* is *not* important, but equality of *races* is ; nevertheless, people differ according to different *temperaments*, and *it* should *not* astonish any *one* that the wealthy give special *care* to health, *are not* negligent of mental development, and believe in *avoiding* superficial *remedies*, *even though* popular. The principal architecture of *our* large *cities* has especial reference to aristocratic *taste*, *although* *it* is inartificial and practically *useless*. *To-day* electricity *plays such* an important part that the electrical *engineer must be* careful in *placing* the electric *plant*. But a lengthy *dissertation* is *not* possible, so *this* shall *not be* long. *It* will probably represent the celestially *inclined*, and refer to an interrogatory or *two* indispensably *connected* with the subject. Thank nobody\* for *this*, nor publish the fact, *however* responsibly *it may be stated*. *This* will *not* do to republish, for oh, *it is so flat*. Extraordinary things *happen* in the United States.



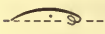
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\*See note page 36.



## PROPER NAMES






In proper names a small circle and N *curl* may be written to represent the syllable *son* even where the N stem does not make an awkward outline (par. 91):



 Addison,  Dawson,  Atchison.





In proper names a small circle and N *curl* may be written within a *ter* hook, also within an N hook on curved stems:  Patterson,  Peterson,  Henderson.

In proper names the syllable *wood* may be written with the half-length W:  Underwood,  Collingwood.

Proper names should always have the accented vowel inserted:  Cunningham,  Chattanooga.

The syllable *Con* at the beginning of proper names is not always represented by a dot, but may be occasionally:  Conway,  Condit,  Confucius,  Concord,  Constantinople.

In writing proper names the H *tick* may be used before consonants other than K, G, and M (par. 89):  Manhattan,  Harrison.

Proper names beginning with O generally have the sign joined:  O'Connell,  O'Hara,  O'Leary,  O'Donnell.



## HELPFUL PHRASES

<p>absolutely necessary-----</p> <p>again and again-----</p> <p>all the time-----</p> <p>at any rate-----</p> <p>at first-----</p> <p>at all events-----</p> <p>at all times-----</p> <p>at last-----</p> <p>at least-----</p> <p>at some time-----</p> <p>at the same time-----</p> <p>at the time-----</p> <p>bank account-----</p> <p>bank note-----</p> <p>by express-----</p> <p>Constitution of the } United States }-----</p> <p>day time-----</p>	<p>do you ever-----</p> <p>do you have-----</p> <p>Eastern States-----</p> <p>fellow citizens-----</p> <p>for example-----</p> <p>for instance-----</p> <p>for the purpose of-----</p> <p>from the time-----</p> <p>good while-----</p> <p>good-will-----</p> <p>I am not-----</p> <p>I cannot-----</p> <p>I could not-----</p> <p>I mean to-----</p> <p>in consequence-----</p> <p>in consideration-----</p> <p>in order-----</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



in reference.....

in regard.....

in return.....

more and more.....

more or less.....

most likely.....

much more.....

must be.....

must not be.....

no, sir.....

Northern States.....

of said.....

of such.....

on the contrary.....

one or more.....

one or two.....

right or wrong.....

Secretary of State.....

Secretary of War.....

seems to be.....

Southern States.....

to sell.....

to use.....

to other.....

to their.....

to the.....

to it.....

to them.....

to that.....

vice-president.....

years of age.....

years old.....

yes, sir.....

yes or no.....

you are.....











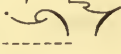













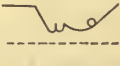

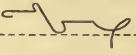







you were.....

you are not.....

you were not.....

## LEGAL WORDS AND PHRASES

Abstract.....	appearance.....
abstract of title.....	appellate.....
accessible.....	appellant.....
adjournment.....	appurtenances.....
adjustment.....	ascertain.....
administrator.....	as follows.....
administration.....	assignee.....
administratrix.....	assignment.....
administrate.....	assigns.....
administered.....	<b>Bargained</b> .....
affiant.....	before and after.....
affidavit.....	bill of sale.....
aforesaid.....	Borough of } Brooklyn }.....
alimony.....	Borough of } Manhattan }.....
allegation.....	borrower.....
annexed.....	Cause of action.....

causes of action		covenant	
chattels		Deceased	
Circuit Court		default	
City of New York		defendant's counsel	
City and County of New York		demurrer	
commonwealth		deponent	
competent		description	
consignee		devise	
consignment		disbursements	
consignor		dismissal	
constitute		distance	
copartnership		duly sworn	
copy of your answer		East	
Corporation Counsel		easterly	
counsel		eastern	
County Court House		eastward	
County of New York		eastwardly	

endorse-----

endorsed-----

endorsement-----

endorsing-----

entitle-----

equity-----

evidence-----

executed-----

executors-----

expedient-----

expiration-----

**Foreclosure**-----

foregoing-----

for the purpose of-----

forthwith-----

funeral-----

Gentlemen of the jury-----

good will-----

grantee-----

grantor-----

guarantor-----

guardian-----

**Here**-----

hereafter-----

hereby-----

herein-----

hereinafter-----

hereinbefore-----

hereof-----

hereto-----

heretofore-----

I give-----

immunities-----

in accordance-----

in consideration	l	Lastly	
incumbrances	u d	last will and testament	}
indebtedness	u o	Maintenance	u o
indenture	y	mortgage	u
individually	u	mortgagee	u 7
in full		mortgagor	u 7
in pursuance	u	North	u
in relation	u	northeast	u
in testimony } whereof }	u	northeasterly	u
in this action	u	northeastern	u
interpleader	u	northerly	u
inventory	u	northern	u
in witness } whereof }	u	northwardly	u
irrelevant	u	northwest	u
Jointly	u	northwesterly	u
jurisdiction	u	northwestern	u
Justice of the Peace }	u	notarial	u

notary public

promissory

Of the City of  
New York  
of the State of  
New York

pursuance

Real and personal

of this action

real estate

on or after

recover

on or before the

recovery

or otherwise

referee

Parallel

registrar

party of the  
first part  
party of the  
second part

registry

respondent

per annum

Same place

per cent

set forth

personal estate

severally

petitioner

signature

place of business

























situate

plaintiff's attorney






























situated

peremptory





















































southeast

southeasterly southeastern southern southerly southwardly southwest southwesterly southwestern State of New York subpoena subscribed subscriber substitute substituted summons supplementary supposed Supreme Court Surrogate's Court Take notice temporary testamentary testator testatrix that he is the that he was that is to say thereafter thereat thereby therefor therefore therefrom therein 

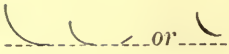


thereinto thereof thereon thereto thereunder thereunto thereupon therewith to take place transcript Verified Warrant well acquainted westerly westward westwardly western what is your whereas whereat whereby wherefore wherein whereof whereon wheresoever whereupon wherever wherewith wherewithal where do you }  
reside witnesseth whomsoever whosoever 

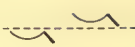
# OUTLINES DISTINGUISHED

abandoned		administrator	
abundant		demonstrator	
above		adoration	
before		duration	
absolute		advance	
obsolete		defiance	
abundant		advantage	
	see <i>abandoned</i>	joy	
accession		adverse	
accusation		diverse	
causation		advert	
account		divert	
amount		advice	
cotton		advise	
kind		device	
accusation		affect	
	see <i>accession</i>	effect	
acute		affirm	
cute		confirm	
adamant		form	
demand		conform	
diamond		affirmation	
administered		confirmation	
administrate		formation	
demonstrate		conformation	
administration		affix	
demonstration		fix	

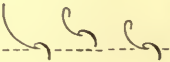
after  
for  
of



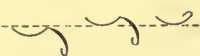
anybody  
nobody



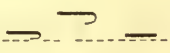
afterward  
forward  
froward



anyone  
no one  
none




again  
altogether  
together



anything  
nothing



agent  
gentlemen



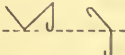
apart  
part  
party



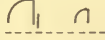
almost  
most



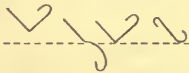
appertain  
pertain



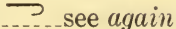
altitude  
latitude



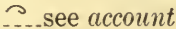
apportion  
portion  
operation  
oppression



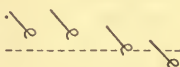
altogether... see *again*



amount... see *account*



apposition  
opposition  
possession  
position



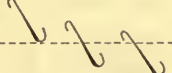
animal  
anomaly



annexed  
next



approbation  
probation  
prohibition



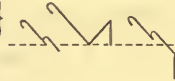
anomaly... see *animal*



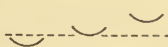
anterior  
interior



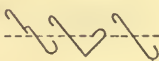
appropriate  
purport  
property  
propriety



any  
no  
own



appropriation  
preparation  
proportion



are / / /  
 where / / /  
 were /

arm / /  
 army /

ashore / /  
 shore /

assure / /  
 sure /

assured / /  
 shrewd /

atheism / /  
 theism /

atheist / /  
 theist /

atheistic / /  
 theistic /

atonement / / /  
 attainment / / /  
 tenement /

attainable / /  
 tenable /

attainment /

see *atonement*

auditor / /  
 daughter /  
 doubter /

available / / /  
 valuable / / /  
 voluble /

avocation / /  
 vacation /  
 vocation /

avoid / /  
 void /

avoiding / /  
 fighting /

bank / /  
 panic /

bank note / / /  
 bank account /

barber / /  
 briber /  
 bribery /


barley / /  
 barrel /


beautiful / /  
 pitiful /


before / see *above*


beheld / /  
 behold /


berth / /  
 birth /  
 breath /


blast   
plaster -----


blasted   
plastered -----


blaster   
plasterer -----


blasting   
plastering -----


board   
bread -----


breath  see *berth*


breed }  
brute } -----  
brood } 

briber  see *barber*

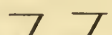
bribery  see *barber*


bright   
broad -----

brood  see *breed*

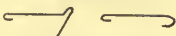
brute  see *breed*


cabin   
captain -----

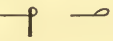
cajole   
cudgel -----

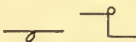
capital   
capitol -----


captain  see *cabin*


caricature   
character -----


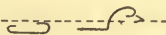
causation  see *accession*

caused   
cost -----


caustic   
exotic -----


character   
see *caricature*


chlorate   
chloride -----

coalition   
collation -----  
collision   
collusion -----


collapse   
eclipse 

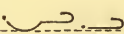
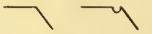

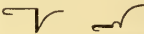






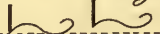





















collation  see *coalition*


collision  see *coalition*

collusion  see *coalition*


come   
go -----




coming   
going -----



communication		copy	
connection		occupy	
comparative		cordially	
coöperative		gradually	
operative		cork	
compositor		crack	
pastor		corn	
pasture		grain	
condemnation		corner	
domination		crossing	
dimension		corporal	
damnation		corporeal	
confirm		cost	
	see <i>affirm</i>		see <i>caused</i>
confirmation		cotton	
	see <i>affirmation</i>		see <i>account</i>
conform		country	
	see <i>affirm</i>	kindred	
conformation		countryman	
	see <i>affirmation</i>	countrymen	
Connecticut		crack	
Kentucky			see <i>cork</i>
connection		crammed	
	see <i>communication</i>	cramped	
consider		crossing	
construe			see <i>corner</i>
coöperative		cudgel	
	see <i>comparative</i>	cute	
			see <i>acute</i>



damnation 



see *condemnation*




daughter  see *auditor*




dear   
true   
truth 


debtor   
editor 


decease   
disease 



deceased }  
desist }   
diseased } 


dedicate   
detect }   
deduct } 


dedication   
detection }   
deduction } 


deduct  see *dedicate*


deduction  see *dedication*


defer   
defray 


defiance  see *advance*


defray  see *defer*




demand  see *adamant*


demonstrate  see *administered*


demonstration  see *administration*


demonstrator  see *administrator*


desist  see *deceased*


destination   
destine   
distinction 


detect  see *dedicate*


detection  see *dedication*


device  see *advice*

diamond  see *adamant*

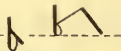
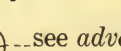
dimension  see *condemnation*


disease  see *decease*


diseased  see *deceased*


distinction  see *destination*





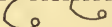
distribute   
disturb 


diverse  see *adverse*

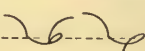

divert  see *advert*



domination   
see *condemnation*


doubter  see *auditor*


dullness   
idleness 


duration  see *adoration*




earnestly   
erroneously 


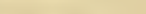
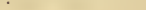
easier   
easily 



eclipse  see *collapse*


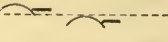

editor  see *debtor*

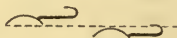
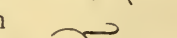

effect  see *affect*



elder   
older   
later 

eldest   
oldest   
latest 

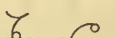

else   
less 


emigrate   
immigrate   
migrate 



emigration   
immigration   
migration 



eminent   
imminent 


employ   
imply 


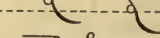

endless   
needless 

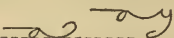
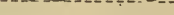
erroneously  see *earnestly*


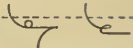
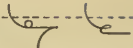









































eternity   
trinity 

ever   
every 

exotic  see *caustic*

expansive   
expensive   
extensive 

extension   
extenuation 

extensive 	fiscal 
see <i>expansive</i>	physical 
extenuation 	fix  see <i>affix</i>
see <i>extension</i>	float 
extract' 	flowed 
extricate 	for  see <i>after</i>
extraction 	form  see <i>affirm</i>
extrication 	formal-ly 
extricate  see <i>extract</i>	formerly 
extrication 	formation 
see <i>extraction</i>	see <i>affirmation</i>
fairly 	former  see <i>farmer</i>
thoroughly 	formerly  see <i>formal</i>
farmer 	found  see <i>find</i>
former 	forward  see <i>afterward</i>
avored 	froward  see <i>afterward</i>
favorite 	funeral 
fierce 	funereal 
furious 	furiously  see <i>fierce</i>
fighting  see <i>avoiding</i>	garden 
finally 	guardian 
finely 	garnet 
find 	granite 
found 	
finely  see <i>finally</i>	

genteel  
 genteelly  
 gentle-y  
 gentlemanly  
 jointly

gentleman  
 giant

gentlemanly *see genteel*

gentlemen *see agent*

giant *see gentleman*

gilt  
 guilt  
 gold

go *see come*

God  
 guide

going *see coming*

gold *see gilt*

gradation  
 graduation

gradually

*see cordially*

graduation

*see gradation*

grain *see corn*

granite *see garnet*

guardian *see garden*

guide *see God*

guilt *see gilt*

happily  
 partly

hardily  
 hardly  
 heartily  
 mortally

he-him  
 me

held  
 hold

her  
 our


hereafter  
 hereof


hereat  
 hereto


herein  
 hereon

hereinto  
 hereunto

hereof *see hereafter*

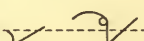
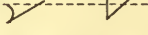
hereon  see *herein*


hereto  see *hereat*

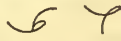
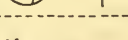
hereunto  see *hereinto*


him  see *he*


himself   
myself 


history   
mystery 

hold  see *held*


honestly   
nicely 


idleness  see *dullness*

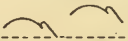

immaterially 

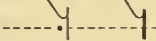


immaturely 


imminent  see *eminent*


immigrate   
see *emigrate*



immigration   
see *emigration*



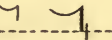
impaired   
important 


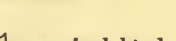
impassionate   
impassioned   
impatient 


imply  see *employ*


important   
see *impaired*


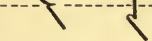
incessant   
unceasing 



indebted   
indicted   
undoubted }   
undated

indication   
induction 

indicted  see *indebted*


induction   
see *indication*


inevitable   
unavoidable 


ingenious   
ingenuous 


innovation   
invasion 


interested   
understood 


interior   
see *anterior*


invasion   
see *innovation*

island   
land -----

January   
June -----

jointly  see *genteel*


joy  see *advantage*


June  see *January*

Kentucky -----


see *Connecticut*


kind ----- see *account*


kindred  see *country*


land  see *island*


late -----  
old -----

later  see *elder*

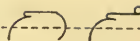
latest  see *eldest*


latitude  see *altitude*


leave -----  
live 


less  see *else*

level   
lovely 


licorice -----  
liquors 

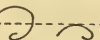
likely   
luckily -----

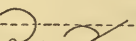
liquors  see *licorice*


live  see *leave*

lovely  see *level*

luckily  see *likely*


machine -----  
mission 

machinery -----  
missionary 


marked   
market -----


materially -----  
maturely 

me ----- see *he*
















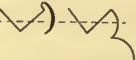



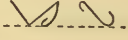























melt -----  
mild   
mold -----

melter -----  
milder   
molder 















































migrate  see *emigrate*


migration   
see *emigration*

- mild.....see *melt*      myself.....see *himself*
- milder.....see *melter*      mystery.....see *history*
- ministry.....  
monastery.....  
narrated.....  
quoted.....
- min'ute.....  
mi nute.....  
month.....
- needless.....see *endless*
- Misses.....  
Mrs. ....  
next.....see *annexed*
- mission.....see *machine*      nicely.....see *honestly*
- missionary.....  
see *machinery*      no.....see *any*
- mixed.....  
mixture.....  
nobody.....see *anybody*
- mold.....see *melt*      none.....see *anyone*
- molder.....see *melter*      no one.....see *anyone*
- monastery.....  
see *ministry*      nothing.....see *anything*
- month.....see *minute*      obsolete.....see *absolute*
- mortally.....see *hardily*      occupy.....see *copy*
- most.....see *almost*      of.....or.....see *after*
- Mrs.....see *Misses*      old.....see *late*
- operation.....see *apportion*      older.....see *elder*
- oldest.....see *eldest*


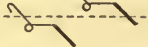
operative 	overrun  see <i>overran</i>
see <i>comparative</i>	oversaw
operator 	oversee 
porter 	oversew 
opposition 	overtake 
see <i>apposition</i>	overtook 
oppression 	overthrew 
see <i>apportion</i>	overthrow 
oppressor	own  see <i>any</i>
peruser 	panic  see <i>bank</i>
pursuer 	Parisian
other 	Persian 
their } 	Prussian 
there }	
our  see <i>her</i>	part  see <i>apart</i>
over 	partly  see <i>happily</i>
very 	partner 
overarch 	part-owner 
overreach 	party  see <i>apart</i>
overdraw 	passed } 
overdrew 	past } 
overlade 	paused
overload 	passionate 
overran 	patient 
overrun 	past  see <i>passed</i>
overreach 	pastor  see <i>compositor</i>
see <i>overarch</i>	


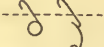



pasture 	see <i>compositor</i>	pitiful 	see <i>beautiful</i>
patient 	see <i>passionate</i>	plaster 	see <i>blast</i>
patron 		plastered 	see <i>blasted</i>
pattern 	-----	plasterer 	see <i>blaster</i>
paused 	see <i>passed</i>	plastering 	-----
permanent 	-----	-----	see <i>blasting</i>
preëminent 	-----		
prominent 	-----		
persecute 	-----	poor 	-----
prosecute 	-----	pure 	-----
persecution 	-----	poorer 	-----
prosecution 	-----	purer 	-----
Persia 	-----	poorly 	-----
Prussia 	-----	purely 	-----
Persian 	see <i>Parisian</i>	porter 	see <i>operator</i>
pertain 	see <i>appertain</i>	portion 	see <i>apportion</i>
petrification 	-----	position 	see <i>apposition</i>
putrefaction 	-----	possession 	-----
petrified 	-----	-----	see <i>apposition</i>
putrefied 	-----	predict 	-----
petrify 	-----	product 	-----
putrefy 	-----	protect 	-----
peruser 	-----	preeminent 	-----
-----	see <i>oppressor</i>	-----	see <i>permanent</i>
physical 	see <i>fiscal</i>	prefer 	-----
-----	-----	proffer 	-----


preparation 


see *appropriation*


prescribe   
proscribe 


princes   
princess 


probation  see  
*approbation*


product  see *predict*


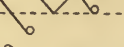
proffer  see *prefer*


prohibition   
see *approbation*


prominent   
see *permanent*


property   
see *appropriate*


proportion   
see *appropriation*


propose   
purpose 


propriety  see  
*appropriate*


proscribe 


see *prescribe* quoted  see *narrated*


prosecute  see *persecute*


prosecution   
see *persecution*


protect  see *predict*


Prussia  see *Persia*


Prussian  see *Parisian*


pure  see *poor*


purely  see *poorly*

purser  see *poorer*


purport   
see *appropriate*

purpose   
see *propose*



pursuer  see  
*oppressor*



putrefaction   
see *petrification*

putrefied  see *petrified*


putrefy  see *petrify*

refiner   
refinery 





reflect   
refract 



reflection   
refraction 



refract  see *reflect*


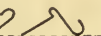
refraction 



see *reflection*

register   
registered   
registrar   
registry 

renew   
ruin 


renewed   
ruined 

reparation   
repression 


representation   
reputation 


repression 




see *reparation*



reputation 




see *representation*



ruin  see *renew*



ruined  see *renewed*



safe   
sofa   
stove 



safely   
safer 





same   
some }   
sum } 



school   
skill 


scorch   
scratch 



seat   
settee 


send   
sent 

separate   
sport   
spread   
support 

separation   
suppression 

settee  see *seat*

several   
severally 

shore  see *ashore*

shrewd... see *assured*situation...  
station... *see safe*skill... see *school*sofa... see *safe*some... see *same*sport... see *separate*spread... *separate*staid...  
steady... *see staidness*staidness...  
steadiness... *see staidness*statesman...  
statesmen... *see staidness*station... see *situation*steadiness... *see staidness*steady... see *staid*stove... see *safe*sum... see *same*support... see *separate*suppose...  
supposed... *see separation*suppression... *see separation*sure... see *assure*tartar...  
trader...  
traitor... *see separation*taste...  
test... *see separation*taster...  
tester... *see separation*tenable... see *attainable*tenement... *see atonement*test... see *taste*tester... see *taster*their... see *other*theism... see *atheism*theist... see *atheist*theistic... see *atheistic*there... see *other*

these ---  
this ---

use ---  
yourself ---

thoroughly --- see *fairly* vacation ---

see *avocation*

together --- see *again*

valiant ---  
violent ---

trader --- see *tartar*

valiantly ---  
violently ---

train ---  
turn ---

valuable ---

traitor --- see *tartar*

see *available*

trinity --- see *eternity*

very --- see *over*

true --- see *dear*

violent --- see *valiant*

truth --- see *dear*

violently ---

see *valiantly*

turn --- see *train*

vocation ---

unavoidable --- see  
*inevitable*

see *avocation*

unceasing --- see

void --- see *avoid*

*incessant*

voluble ---

see *available*

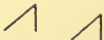
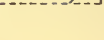
undated --- see *indebted*

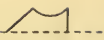
weed ---  
wood ---

understood ---

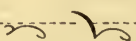
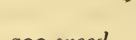
see *interested* were --- see *are*

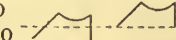
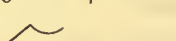
undoubted --- see *indebted* where --- see *are*


whereat   
 whereto 


whereunto   
 see *whereinto*



wherein   
 whereon 

woman   
 women 

whereinto   
 whereunto 


wood  see *weed*


whereon 

young man   
 see *wherein* young men 


whereto  see *whereat* yourself  see *use*


## STATES AND TERRITORIES


Alabama 


Georgia 


Alaska 


Guam 

Arizona 


Hawaii 


Arkansas 


Idaho 

California 


Illinois  or 


Colorado 

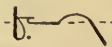
Indiana 


Connecticut 


Indian Territory 


Delaware 







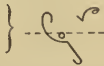
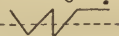











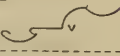





Iowa 

District of  
Columbia } 

Kansas 


Florida 


Kentucky 


Louisiana Oklahoma Maine Oregon Maryland Pennsylvania Massachusetts Philippine Islands Michigan Porto Rico Minnesota Rhode Island Mississippi Samoa Missouri South Carolina Montana South Dakota Nebraska Tennessee Nevada Texas New Hampshire Utah New Jersey Vermont New Mexico Virginia New York Washington North Carolina West Virginia North Dakota Wisconsin Ohio Wyoming 




## CITIES AND TOWNS

Akron 

Albany 


Allegheny 


Allentown 


Altoona 

Asheville 


Atchison 

Atlanta 


Atlantic City 


Auburn 

Augusta 


Aurora 


Austin 


Baltimore 


Bangor 


Baton Rouge 

Bayonne 

Binghamton 


Birmingham 


Bloomington 


Boise City 


Boston 


Bridgeport 


Brockton 


Brooklyn 


Buffalo 

Burlington 



















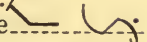




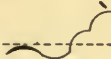
Butte 







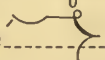













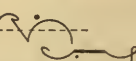


Cambridge 


































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















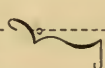



Canton 

Catskill 

Cedar Rapids Charleston Chattanooga Chelsea Chester Chicago Cincinnati Cleveland Columbus Concord Covington Dallas Davenport Dayton Denver Des Moines Detroit Dubuque Duluth Elizabeth Elmira Erie Evansville Fall River Fitchburg Fort Wayne Fort Worth Galveston Gloucester Grand Rapids Harrisburg Hartford Haverhill Hoboken Holyoke Honolulu 

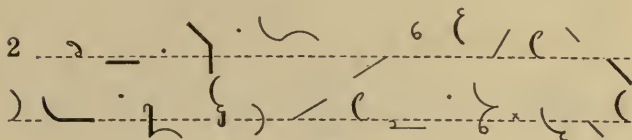
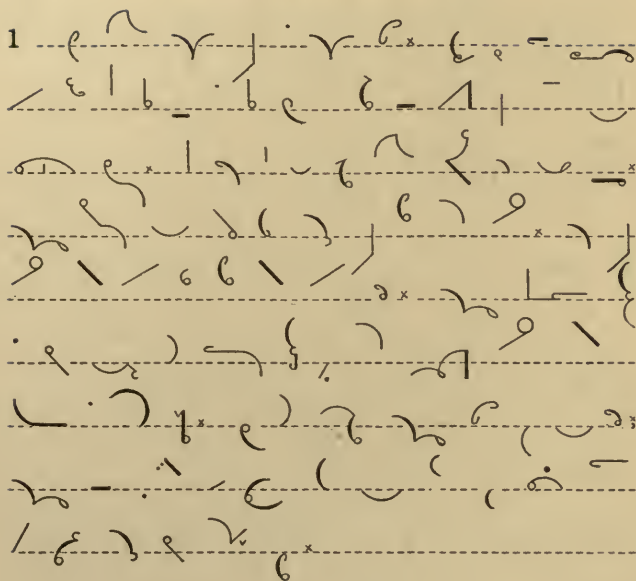
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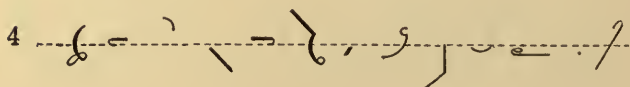
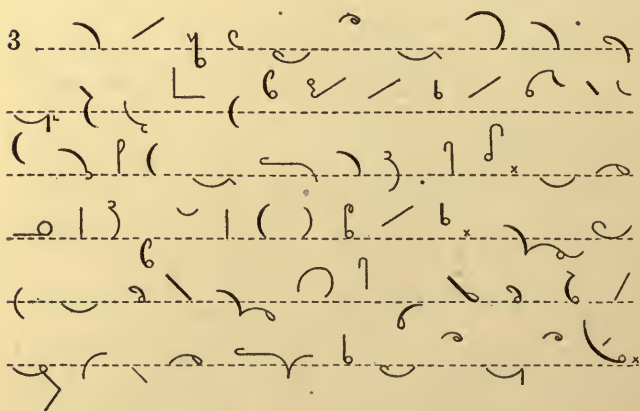
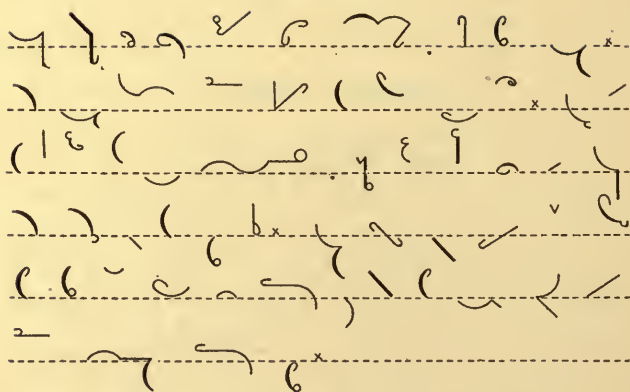
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Salt Lake City San Antonio San Diego San Francisco San Juan Savannah Schenectady Scranton Seattle Sioux City Somerville South Bend Spokane Springfield Superior Susquehanna Syracuse Tacoma Tallahassee Taunton Terre Haute Topeka Trenton Troy Utica Washington Waterbury Wheeling Wilkes Barre Williamsport Wilmington Woonsocket Worcester Yonkers Youngstown York 

# READING EXERCISES

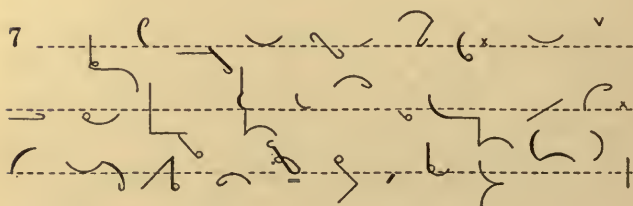
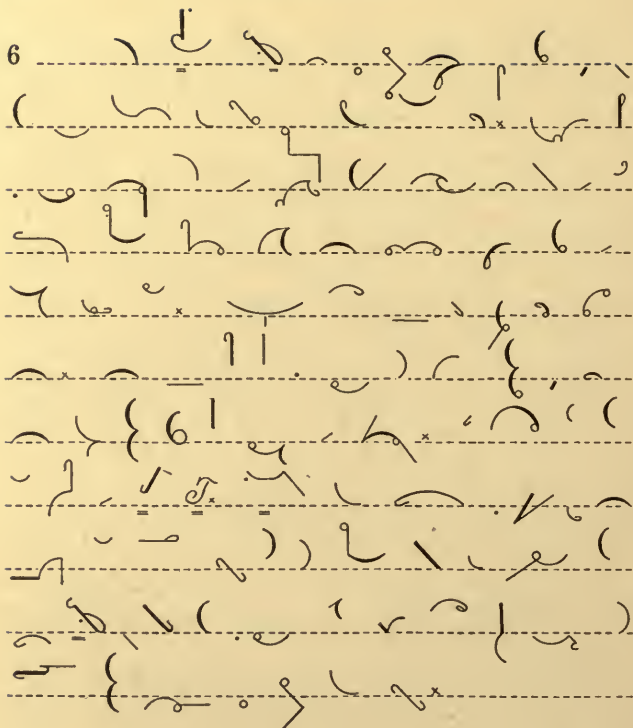
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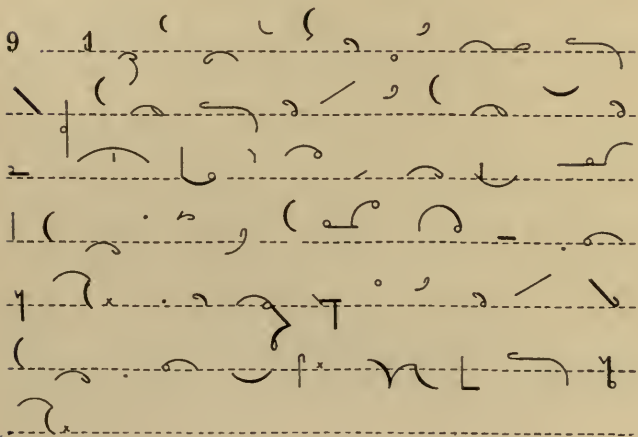
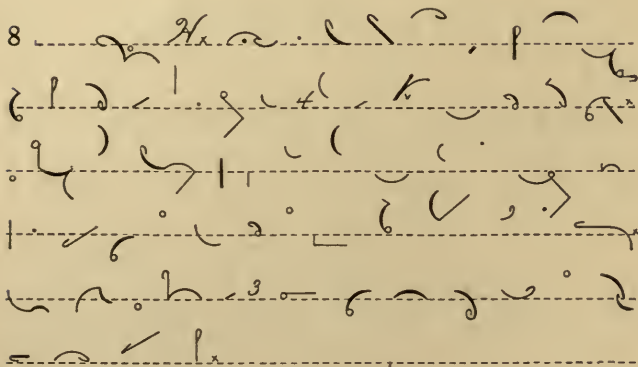


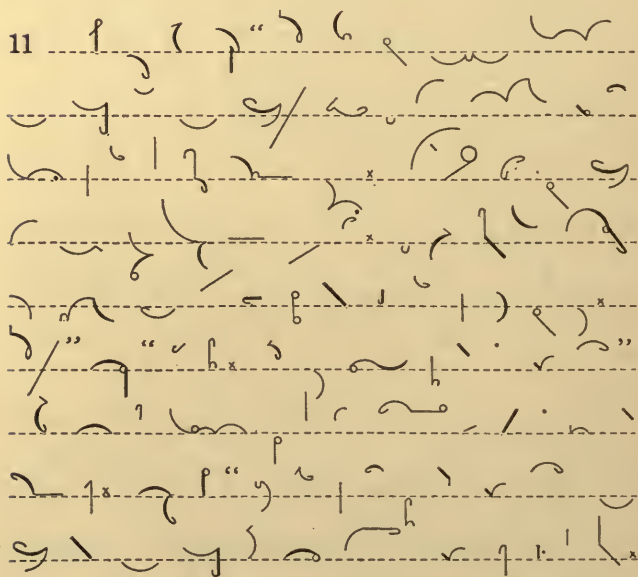
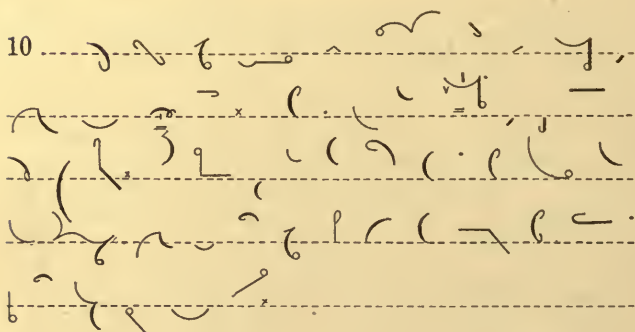








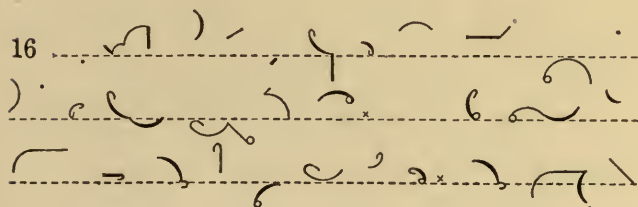
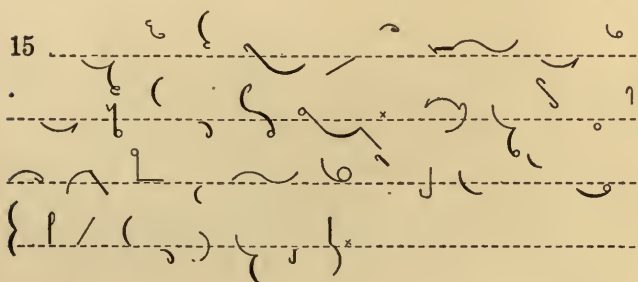
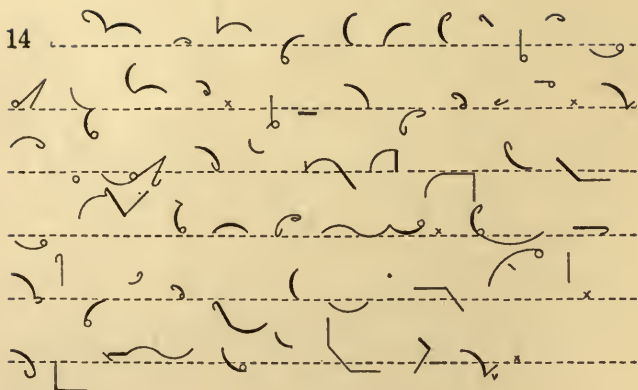




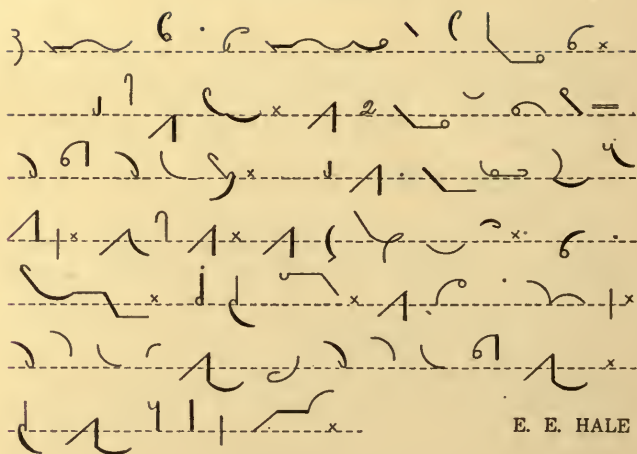
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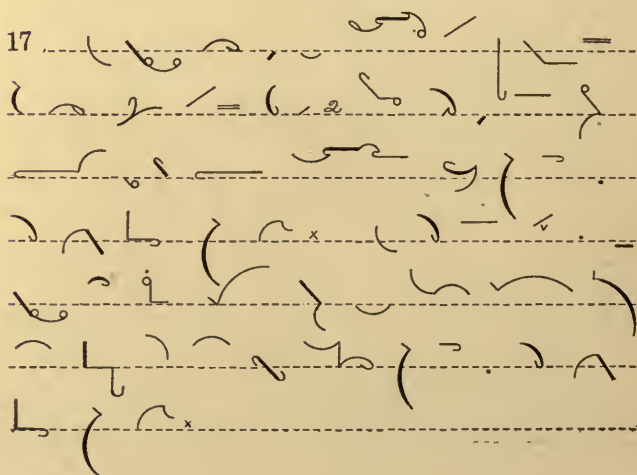
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E. E. HALE

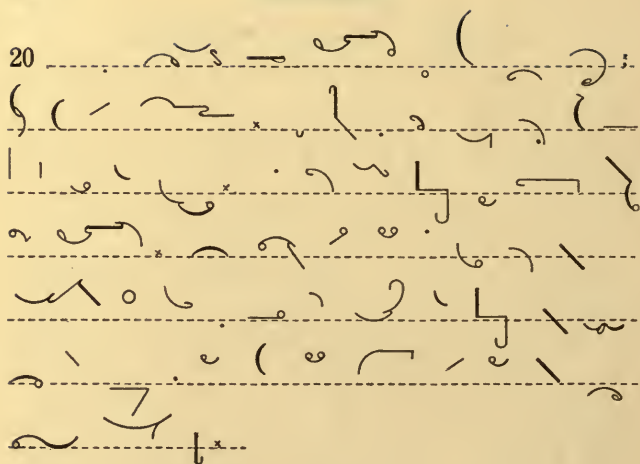


## A Talk to Young Stenographers

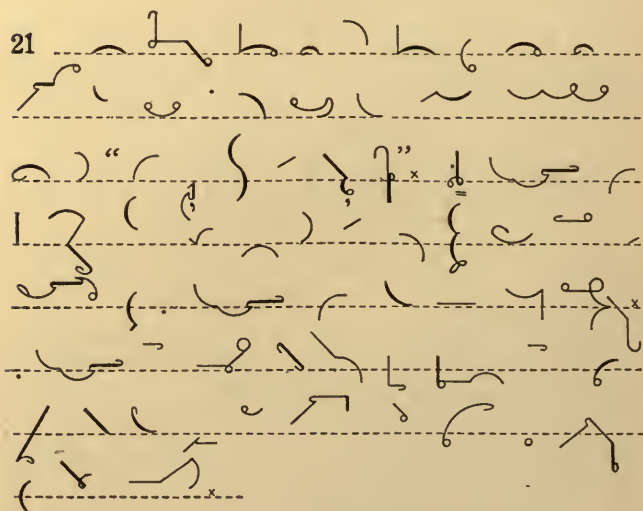
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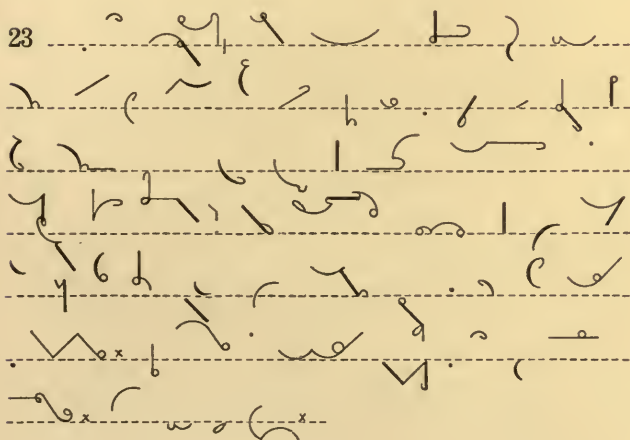
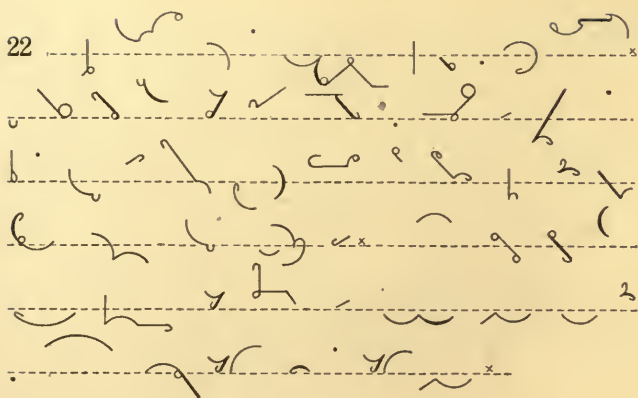
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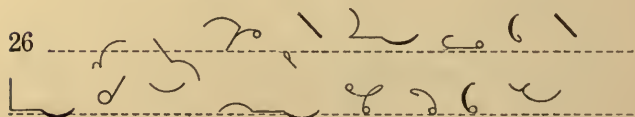
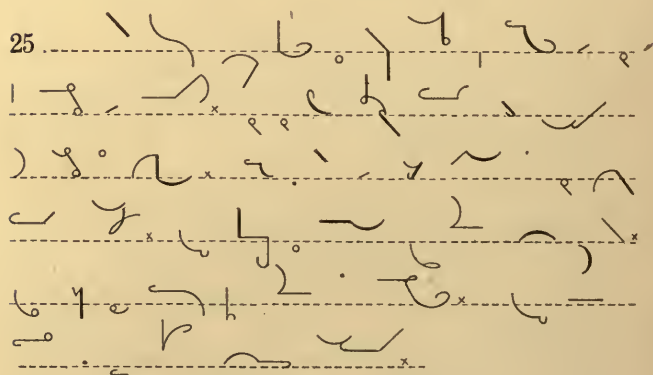
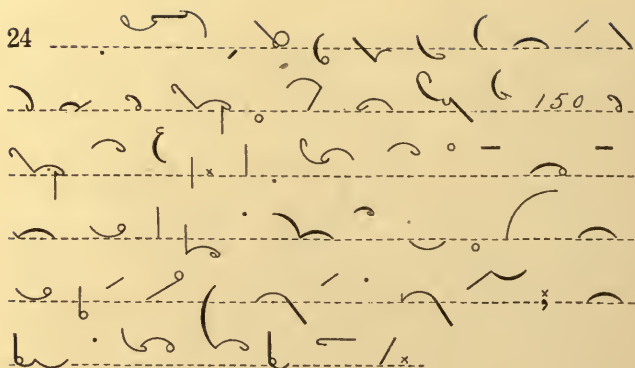
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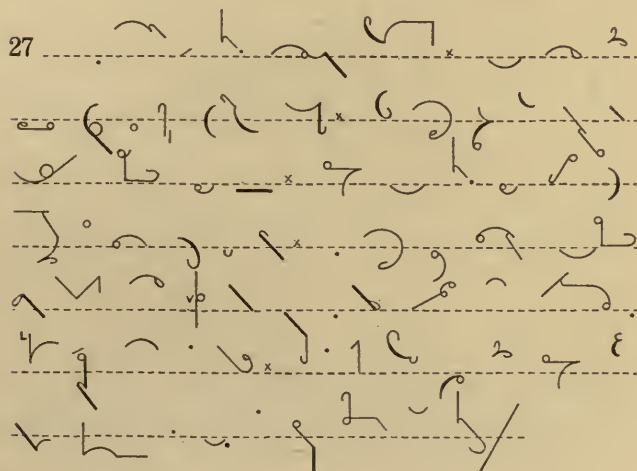
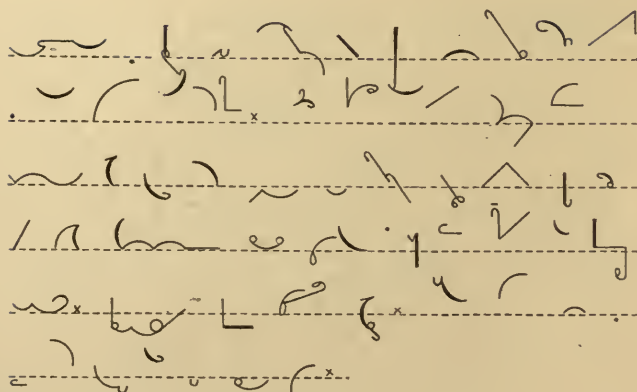


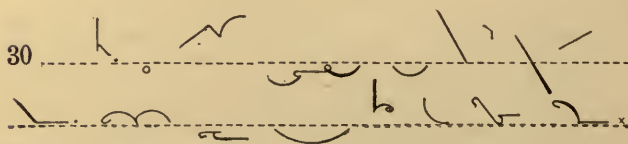
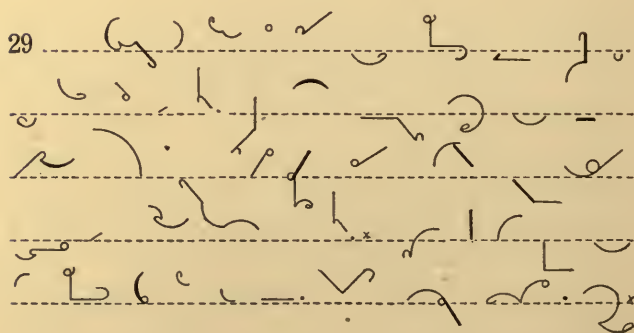
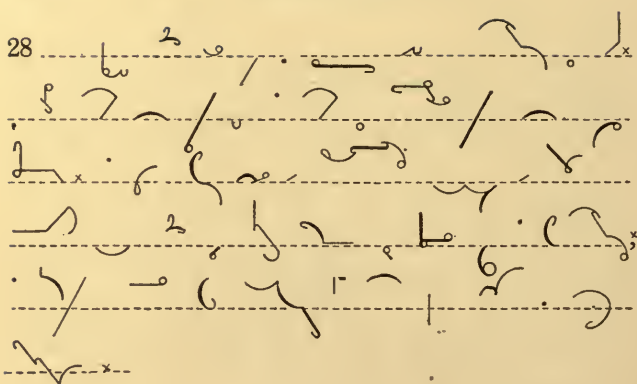
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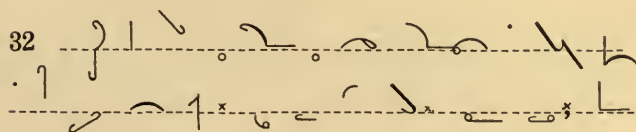
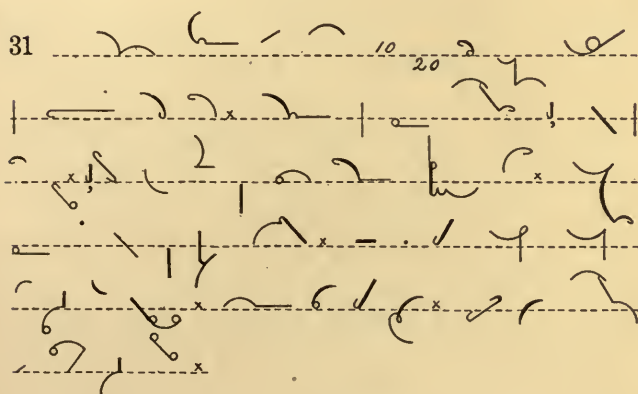
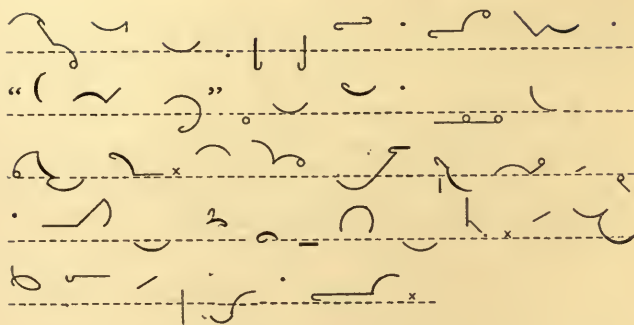




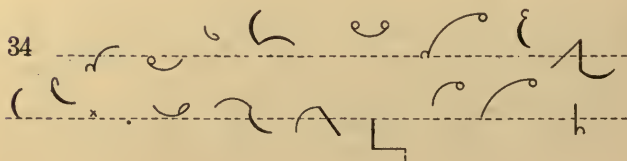
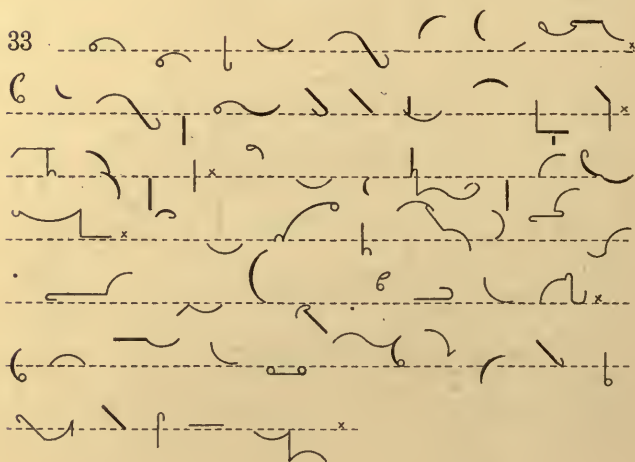
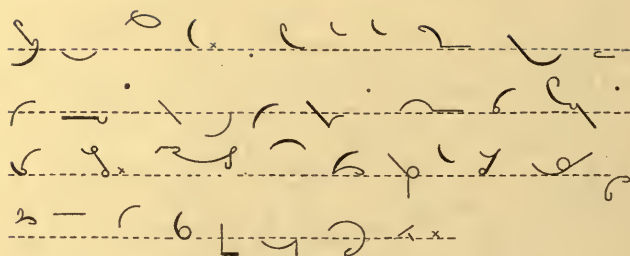


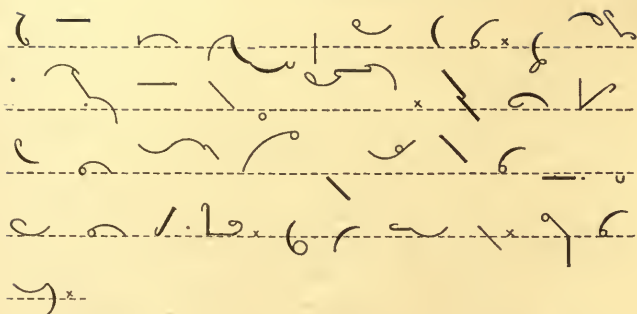




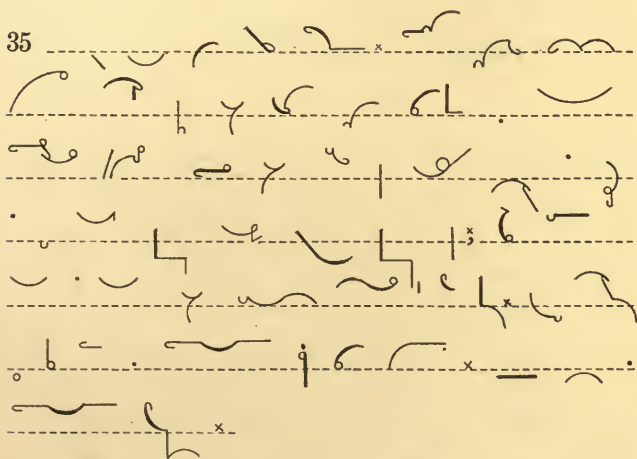




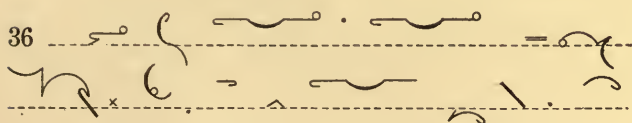


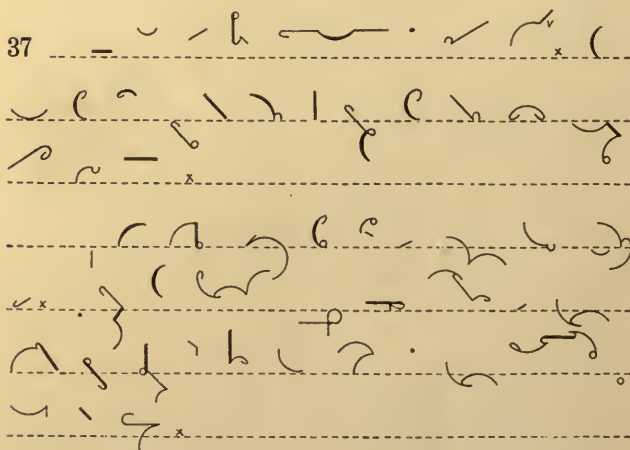
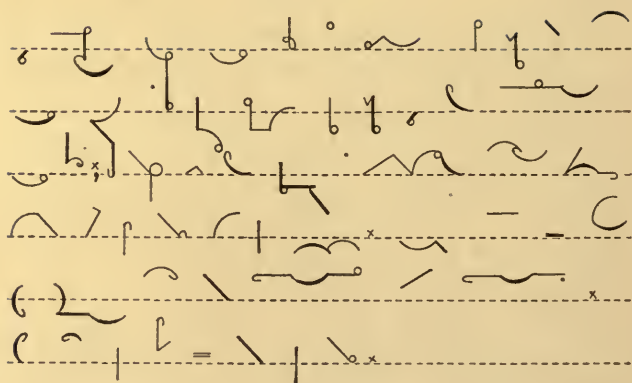


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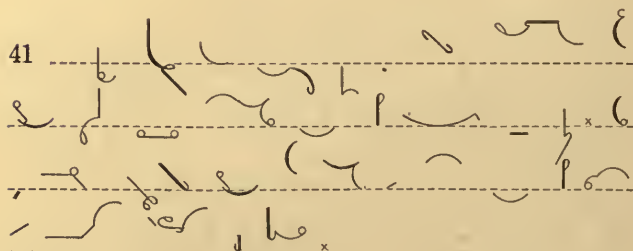
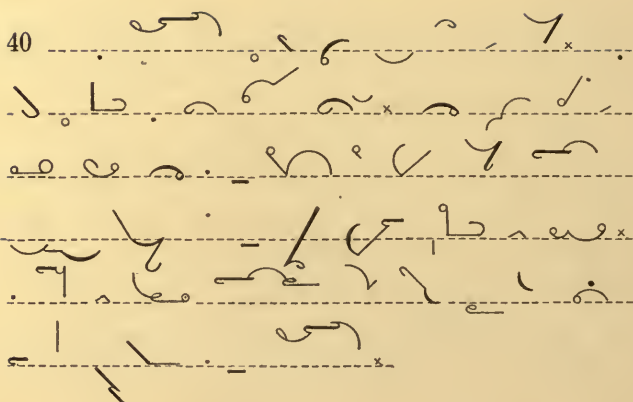
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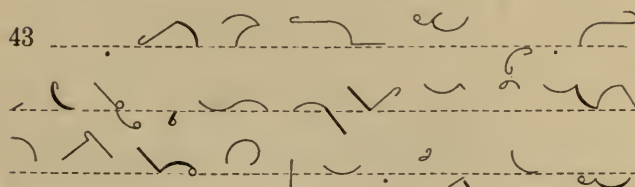
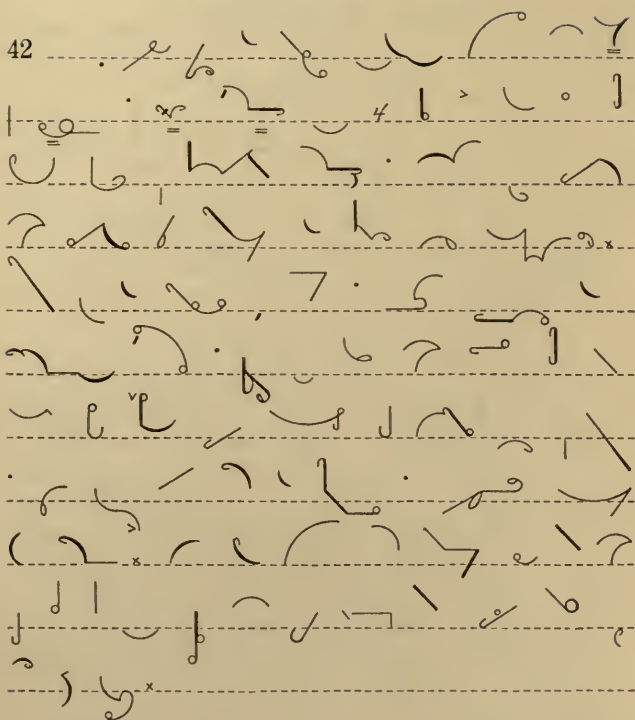


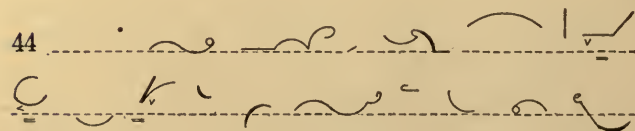
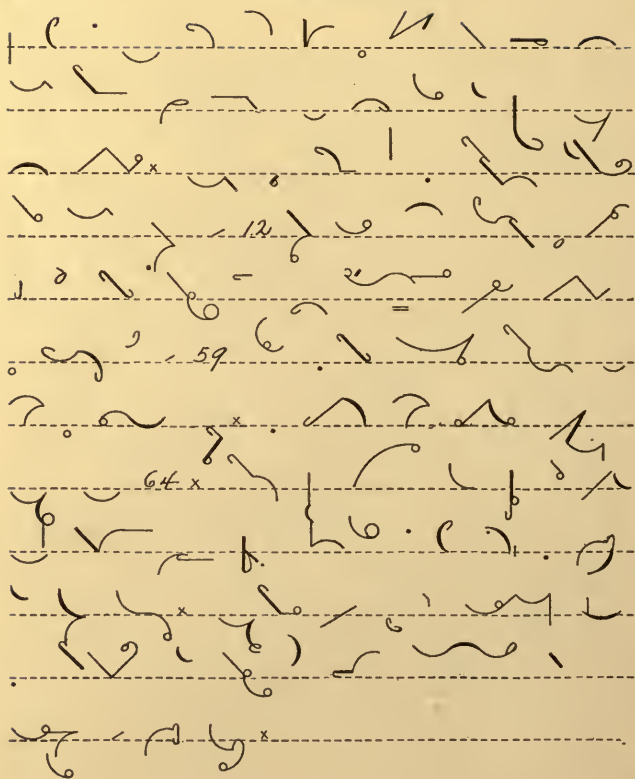
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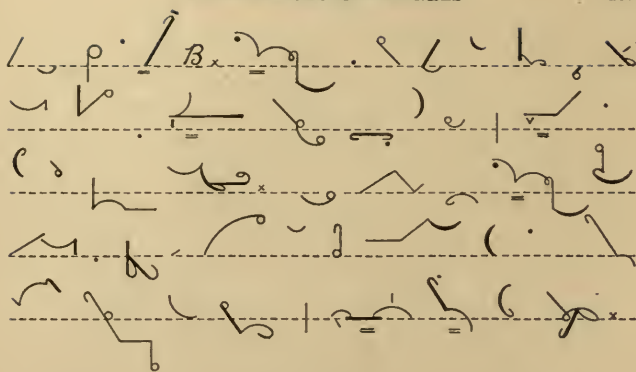
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# Post Offices on Wheels

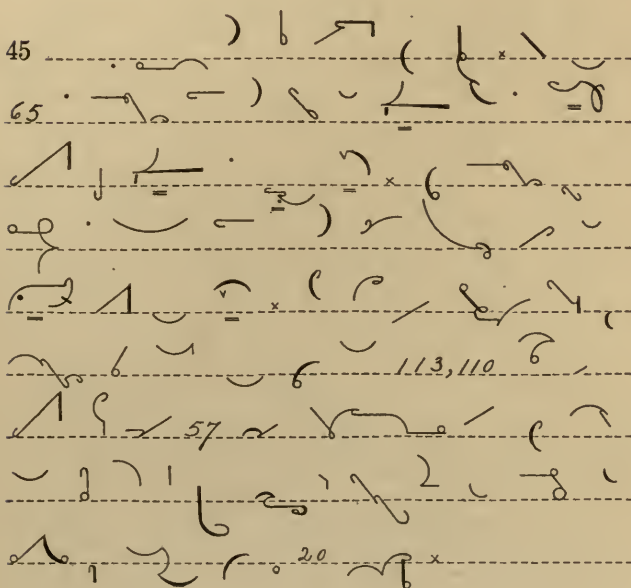






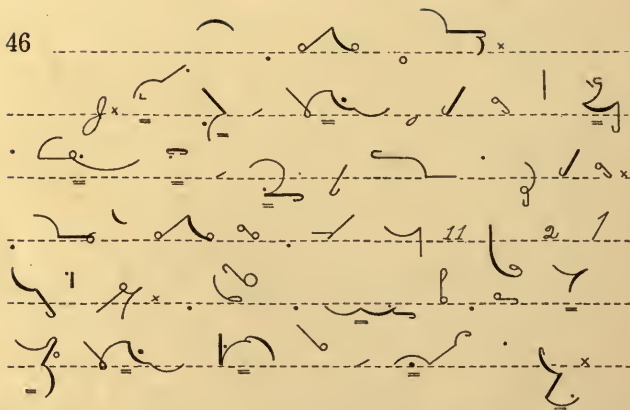
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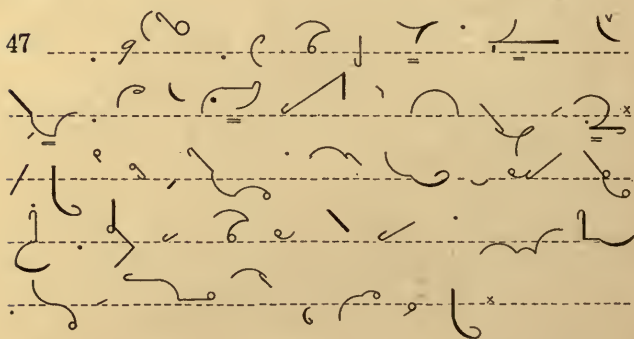




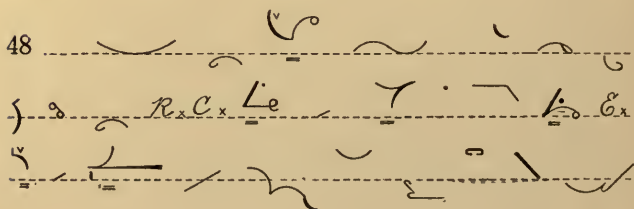
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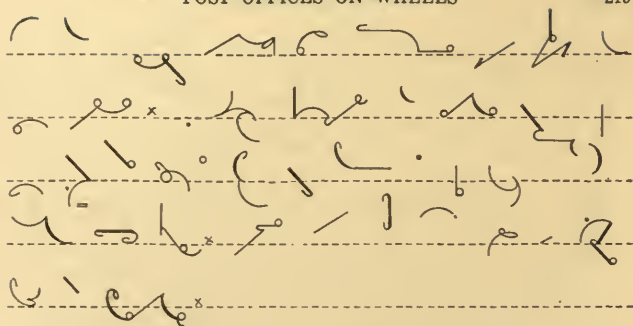


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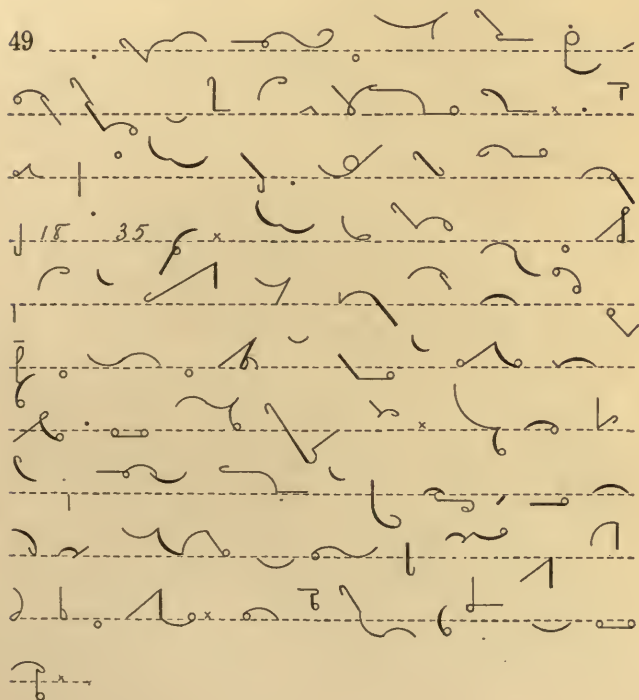


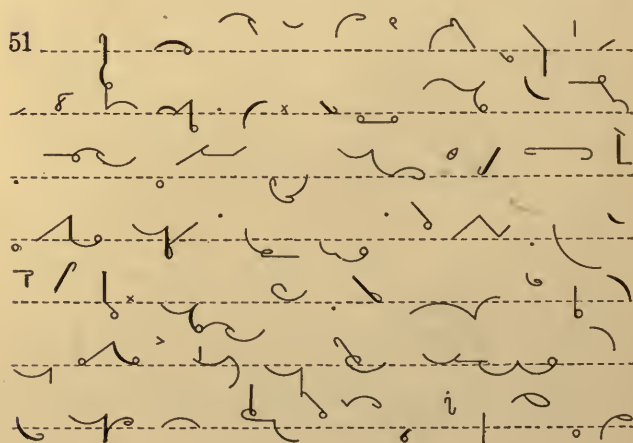
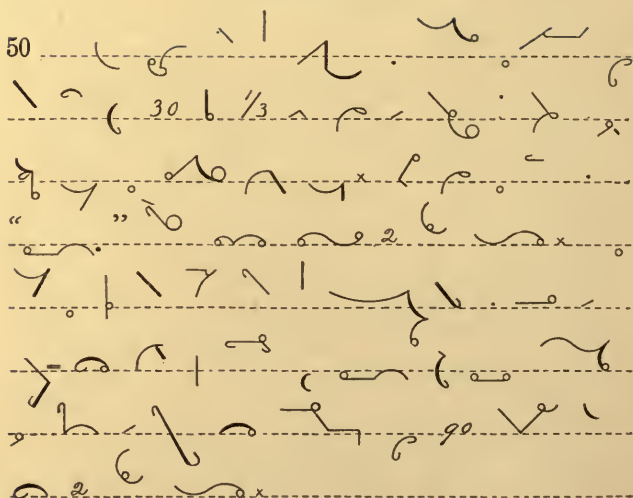
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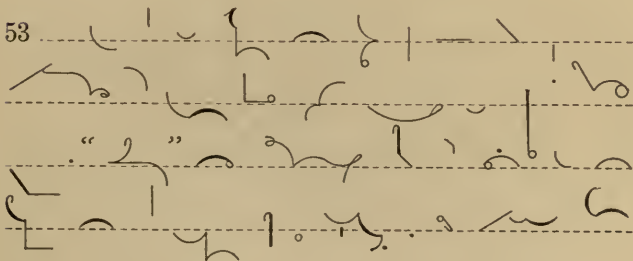
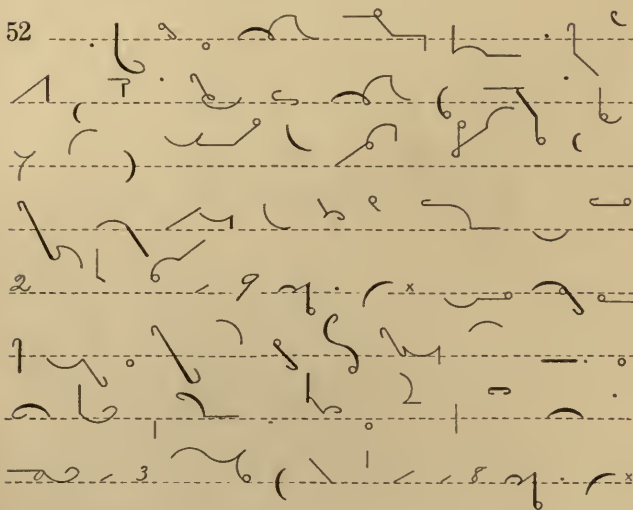
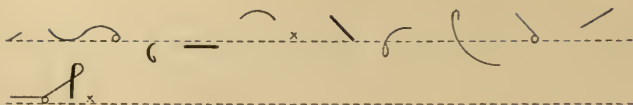


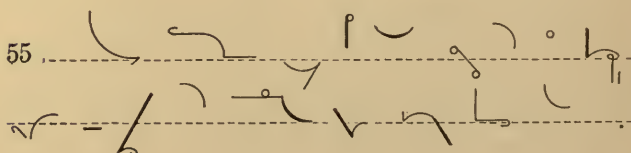
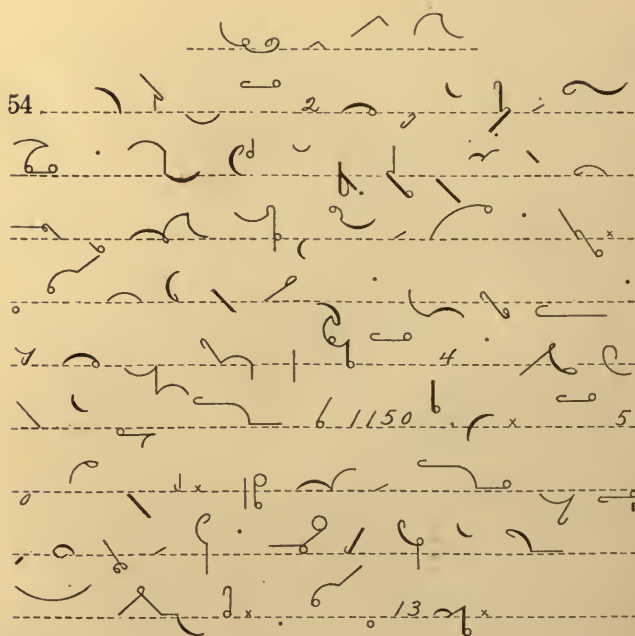
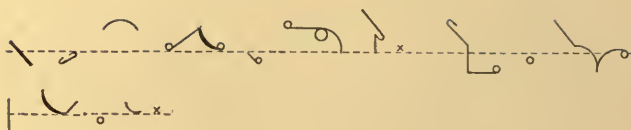


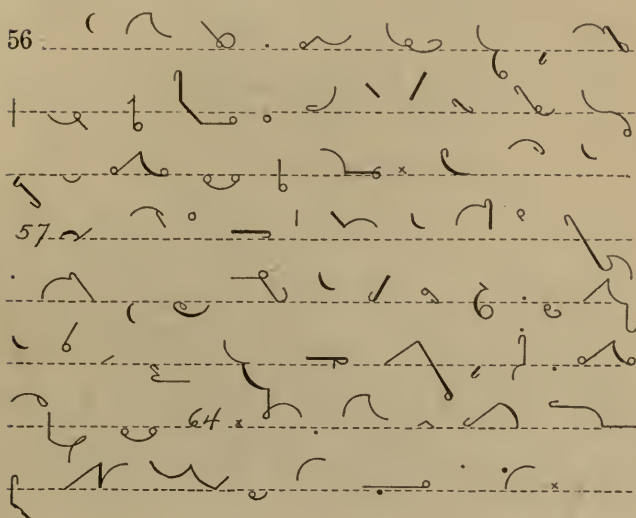
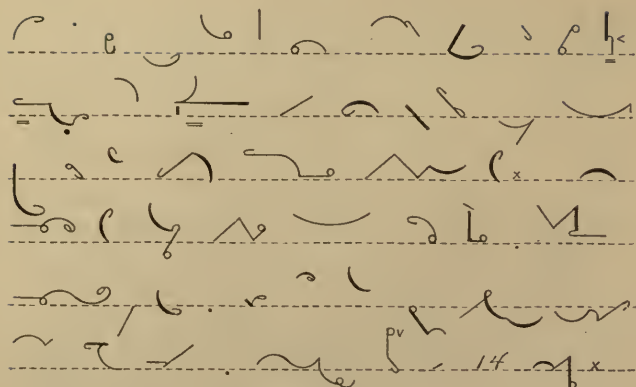
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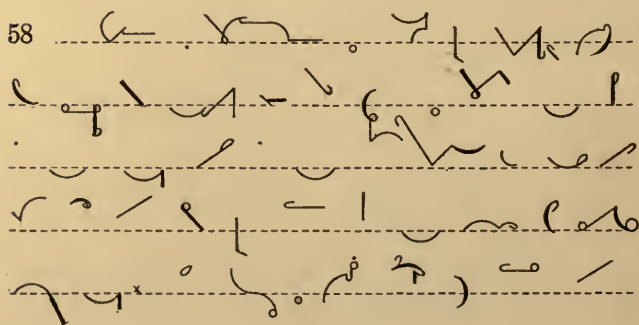
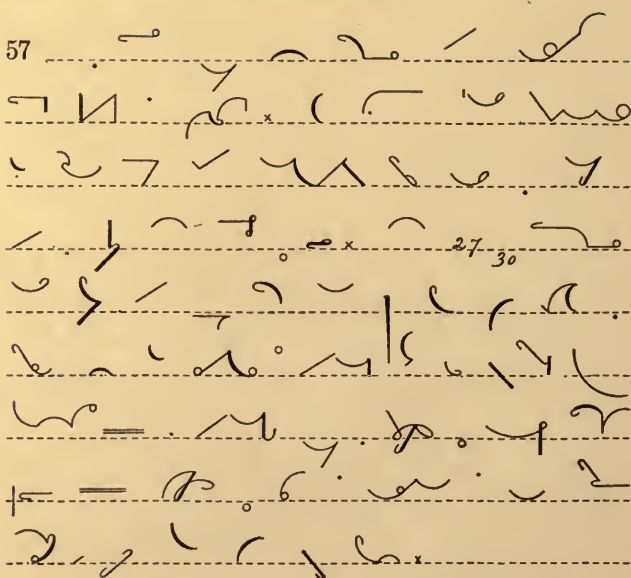












58 x

Handwritten cursive script on a three-line guide. The script is fluid and decorative, featuring many loops and flourishes. It starts with a small 'x' and ends with a small 'x'.

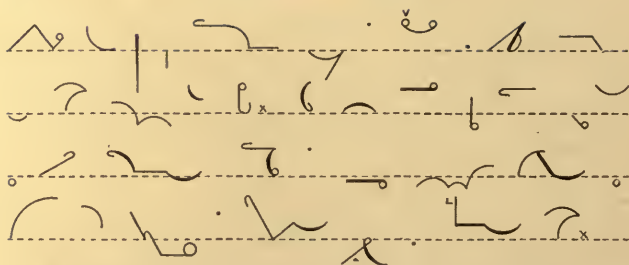
59

Handwritten cursive script on a three-line guide. The script is fluid and decorative, featuring many loops and flourishes. It starts with a small 'L' and ends with a small 'L'.

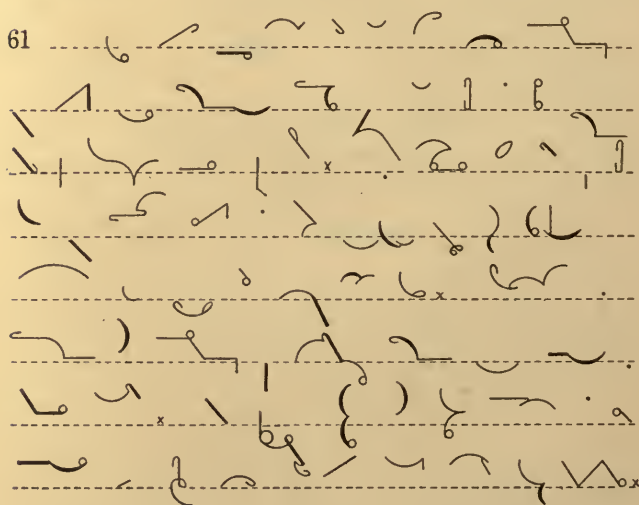
60

Handwritten cursive script on a three-line guide. The script is fluid and decorative, featuring many loops and flourishes. It starts with a small 'L' and ends with a small 'L'.





61



## WRITING EXERCISE

### Post Offices on Wheels

(CONTINUED)

62 The "helper," as he empties each sack on the distributing table, arranges the packages with the addresses towards the sorter. This is called "facing" the mail, and the operation of placing it into the pigeon-holes is known as "throwing." Removing the distributed pieces for delivery is "tying out," and the printed labels attached to every package of fifty or a hundred letters, and which the sorter stamps with his name and official designation, so that any errors in separation may be charged against him, are called "facing slips."

63 Some idea of the magnitude of the service may be gained from the fact that the Chicago post office alone serves out 50,000 of these slips to the clerks of the Sixth Division every day. It is to the interest of every clerk's reputation and standing to see that his stint is performed and all his mail properly distributed, tied-out, and labeled before he reaches the end of his run. The work is apportioned so that each member of a crew has an equal share.

64 But in case more mail is received than can be handled, a report is made of the number of sacks unworked and the clerk in charge on the connecting run receives a memorandum to that effect. This official gives his attention first to his own regular work and then to that in arrears, which he makes a strong effort to clean up.\* If he fails, he hands a slip to the foreman of the crew with whom he connects, and if the run of the latter end at a terminal point, such as Chicago or Omaha, on the through line from New York to San Francisco, he and his force are bound to distribute every letter and paper before they leave the car.

The average clerk will distribute about 2,000 letters or ten sacks of 150 pieces an hour, which means that he will read 33 addresses and arrange them in their proper order every minute.

65 Letters are more easily handled than papers, being lighter and involving less physical exertion ; but the movements of the letter-sorter are cramped and in the end prove very tiring. The postal clerk, of all men, has to cultivate a strong digestion and the habit of sleeping soundly under difficulties. He generally takes his meals with him and eats them cold during the brief intervals he is able to snatch from his duties, or he may leave the train during the ten-minute stops at way-stations and snatch a hurried repast.

66 In such cases, one or more men are always left in charge of the train, to guard the mails, though the penalty of ten years at hard labor against mail-robbers and the incorruptibility of Federal juries have proved effective in preventing attempts at theft. Attacks on clerks are rare. In an outlying district of Kentucky the solitary agent on a branch road was recently fired at as his train passed a lonely spot, and his life has since been threatened. He has not, however, asked for protection, and the Department has not thought the danger imminent enough to relieve him.

67 On reaching the end of his run, the clerk is required to register again. The rules on this point are very strict. A failure to register, even though the work were executed, would involve a loss of pay for the trip, unless a good excuse were forthcoming, the object being to make sure that the full run has been performed. At terminal points dormitories for the railway clerks are provided in the post office building, and to these they repair immediately on arrival. Their names are registered, with the hour at which they wish to be called, and a watcher is in attendance to wake them. On long runs they are frequently compelled to sleep in the cars, in which case they sleep on an improvised couch of empty mail sacks. Smoking in trains or the use of cooking-stoves is not permitted. This rule is rigidly enforced on such lines as the New York Central, where cars have been burned through the careless handling of lights.

68 Strangers are also forbidden to enter the postal cars, and those admitted on passes are registered, checked and reported on

like any other consignment of mail matter. The regulation requiring the wearing of a uniform cap, with a gilt badge bearing the initial letters of the words Railway Mail Service, is practically a dead letter and will probably be repealed, since the cars are generally so hot that all superfluous clothing is dispensed with. Errors are charged up against each clerk, and, if numerous, are punishable by fine or otherwise.

69 The clerks are nearly all hard-working, good-natured and intelligent—full of anecdotes, as becomes men who travel sometimes 90,000 or 100,000 miles a year, and whose memory for general information is strengthened by the severe drill to which it is constantly subjected in their business. Some of the older hands dispense altogether with the use of labels on their cases (although this is an infringement of the regulations), and intrepidly perform their long journeys with no written memoranda of schedule changes.

70 A fortnightly magazine is published in their interest. From the Washington office a daily bulletin is issued, occupying one and sometimes two quarto sheets, giving the names of post offices established, changed, or discontinued, general orders, railroad extensions, etc. A division schedule is also supplied to the men once a week, containing the time-tables in detail of the different railroad post offices and list of express pouches, and calling special attention to all changes. Clerks in charge are required to notify the Division Superintendent of all changes in schedule on their lines. Order-books are kept of all points where clerks register their names. But the document which most interests individual members of the force is the little half-sheet of case examinations, containing honorable mention of those who during the month have distinguished themselves in correct distributions of the test cards.

71 It is the service roll of honor, and involves the same distinction as among soldiers is conferred by mention in despatches. The General Superintendent further gratifies those highest on the list by a personal letter of congratulation. The oldest clerk, now well on in the sixties, runs between Cleveland and Toledo in

connection with the New York and Chicago Railroad Post office. When first appointed, he had entire charge of the baggage, mail, and express between Buffalo and Toledo, and attended to all the business himself.

72 There now are nine carloads of mail alone passing over the same road every day, and these give employment to a large force of clerks. The heaviest postal route on any railroad in the world is over the New York Central. A train leaves every morning at 4:35, carrying the daily papers from New York to Buffalo. A local train, leaving at 8:30, drops the mails at stations between those points. At 8:50 a fast train starts with two sixty-foot postal cars containing mail for the Western States.

73 Again, at 9 P. M., there is the west-bound flyer which makes the connections for California. A crew of sixteen clerks accompanies it as far as Syracuse. There they are relieved by twelve others, who, at Cleveland, give place to ten more. The train reaches Chicago in twenty-seven hours, forty-five minutes, and is the heaviest mail carrier in the world. The east-bound fast mail, leaving Chicago over the same line every morning, makes the run to New York in twenty-five hours, thirty-five minutes, and by the time it arrives every letter is sorted for delivery to the different city stations. A few large firms and corporations in New York have secured the privilege of a special separation.

74 The quantity of letters traveling East and West from day to day is about the same, though, as the great publishing centers are all in the East, the paper mail westward is naturally much heavier. Postal cars vary in length from forty to sixty feet, and are named after prominent statesmen or postal officials. Formerly they were all painted white, but they needed scrubbing so often that the railroads are now allowed to color them the same as their other cars; 396 mail cars are in use in the service, with 94 in reserve; also 1,680 apartment cars, with a reserve of 485, making a total of 2,655.

75 The difficulties railway clerks encounter in disposing of letters are akin to those of the ordinary postal officials. Women

who mark letters "in haste," and leave out the name of the town for which they are intended, and cranks who write addresses in rime, or experiment with white ink on black paper, furnish only a part of their trials. A letter was recently handled on the Lake Shore road bearing this rebus-like superscription :

Wood

J

Mass

76 Every clerk of course prides himself on being a better guesser than his neighbor, but it was only after a series of profane explosions that the champion guesser in the service correctly interpreted this to mean, "J. Underwood, Andover, Mass." A correspondent of a Chicago grocery firm was evidently in possession of their business card, for this is what he wrote on an envelope :

J. Smith. J. Smith & Co. E. Smith.

Fine Groceries a specialty.

Superior brands of California wines.

Our representative will call on you shortly.  
Chicago.

77 General Superintendent Bell is one of the most popular members of the service. His compact, sturdy figure, round face, bright eyes, and spectacles are well known on several thousand miles of mail route, and his untiring energy and genuine personal interest in the work stimulate all with whom he comes in contact. Mr. Bell was born at Reading, Penn., about fifty years ago, and mingles a Teutonic strain with his Scotch-Irish blood.



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